

Registration number W07 -717 (CSSIW)

# *Beddau Buddies*

## **After school club & Holiday club**

Information pack for  
Parent/Guardian

### **Important!**

Please remember when reading the documents in this information pack some are printed back to back to save paper. Thank you



## **Beddau Buddies statement of purpose.**

### **Aims and objectives:**

To provide a safe and welcoming environment that enables children to participate in every aspect of play, to be happy and learn how to socialise with their peers which includes mealtimes.

**Age range:** The club enrolls children from the age of three to eleven.

**Sex:** Male and Female.

**Number of children:** We are registered for 60 children.

**Range of needs:** We have facilities to accommodate physical needs i.e. wheel chair access. Dietary requirements are also welcome.

**Fees:** After school: £6 Per child per evening. Holiday club: £18.00 for a full day, £9.00 for a half day (8-1 or 12.30-5.30)

**Opening hours:** After school club 3.15-5.30. Holiday club: 8.00-5.30 Monday – Friday.

**Staffing:** All staff have relevant checks and all attend regular training, staff ratios comply to the national minimum standards. We have male and female staff.

### **Facilities Available:**

We have our own classroom with a large storage cupboard, toilet block, use of food technology room for preparing food, use of a drama workshop for indoor play, an outdoor picnic area and the use of a large playground along with grass fields.

### **Service offered:**

Beddau Buddies collects children from some local primary schools by mini bus, please check which schools on request.

### **Activities Provided:**

Different activities are provided and we try to vary these as much as possible according to numbers. We offer: Dance, art and crafts, baking. We celebrate festivals and other cultures; the club encourages free play, lots of team games, Buddies has six computers with parent guidance lock, an air hockey table, pool table and we try to end the day with stories for all ages.

### **Routines:**

On arrival in club a register is taken and children are then taken to the toilet and wash their hands ready for food. Tea is served as each school arrives. We then hold a chat time where we celebrate birthdays and any other news after which children can do whatever activities are on offer or free play.



**Language spoken:**

English.

**Terms and conditions:**

The club has a parent contract which all parent/Guardians sign, a copy is returned to the parents suggesting they read it to the children that will be attending the club. We are always happy to discuss any matters that may arise.

**Admissions policy:**

We have no selective criteria and a full admissions policy is in the parent information pack.

**Contact information:**

Registered person is Mrs Sharon Humphries. You can contact her on 07956553506 / 07760364201 or 01443 203411 ext.116 or 130 in club opening times

**Complaints policy:**

A detailed form regarding procedures for complaints is in your parent information pack

**Animals:**

Buddies have no pets at the time of printing.

**Clothing:**

Children should come to holiday club dressed in sensible foot wear as flip flops cause accidents and very sore toes.

**Sun policy:**

Buddies have all relevant policies which you can view on request and you must sign a generic form for your permission to apply sun creams etc. Sun hats must be worn if attending in the summer.

Annually Beddau Buddies review our statement of purpose as set by the National minimum standards and any changes are referred to the CSSIW

Policies and procedures are available for parents/Guardians on admission.



## **AFTER SCHOOL CLUB REGISTRATION FORM**

Dear Parent/ Guardian,

All children who attend Beddau Buddies must be registered with us. Children will be collected by a member of staff from their primary schools and escorted to the club; Children will remain at the club until collected by a named adult. Please note that the club closes at 5:30pm and while we will wait for children to be collected we would appreciate prompt collection.

Name of child: .....

School attended: .....

Year/class: ..... D.O.B: .....

Name of parent/carer: .....

Address:

.....

.....

..... Home

tel.: .....

Work tel.: .....

Mobile no.: .....

Place of work: .....

Name of authorised person to collect child: ...

.....

Tel no. to above: .....

In case of emergency contact (i.e. next of kin.) .....

..... Tel no.: .....

Child's doctor: .....

Tel no. ....

Does your child have any known medical problems?

.....  
.....  
.....  
.....

Does your child have any known allergies/ dislikes to certain foods?

.....  
.....  
.....

Is there any other relevant information you think staff should be made aware of? .....

.....  
.....  
.....

Does your child prefer to be called by another name or a shortened version? .....

**I AUTHORISE FOR MY CHILD TO BE TREATED IN CASE OF A MEDICAL EMERGENCY BY A QUALIFIED FIRST AIDER.**

Signed: ..... Printed: .....

**FEES ARE £6 PER SESSION PER CHILD TIMES ARE: 3:30PM TO 5:30 PM**

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..

My child will start club on: .....

**Fees must be paid at the beginning of each week as the club has books and banking to finalise. All absences must be paid for if you wish to secure your Childs place.**



Dear Parent/Guardian,

**Beddau Buddies** would like to highlight parts of its policies for your attention.

1: We cannot tolerate any bullying, foul language or unreasonable behaviour. as we are endeavouring to create a warm welcoming environment for **ALL** children. If any of the above occurs a member of staff will inform you verbally, a repercussion of events will incur a written warning followed by dismissal.

2: **personal possessions** brought into the club by the child will be deemed their sole responsibility; unless a member of staff has requested the object be brought in, i.e. for show and tell, when we will make every effort to keep the item(s) secure. Any loss or damage to personal possessions during club time **will not** be the responsibility of the club or any of its staff.

3: **Complaints.** Beddau Buddies aims to provide a high quality and accessible service to parents and children and we are reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of the club. If this occurs, initially we would like you to speak to the senior play-leader (Sharon Humphries) who will then make every attempt to resolve the matter.

4: **Parents** are encouraged to feel part of the club as we are providing a service for you. We welcome any parent and their views.

5: **We at Beddau Buddies** will make every effort to provide a safe and caring environment for your child with trained staff in a pleasant atmosphere. While this is **not** school your child will develop through playful and encouraging surroundings.

## Play is nature's training for life



**HOLIDAY CLUB REGISTRATION FORM**

Dear Parent/ Guardian,

All children who attend this club must be registered with us. Children will remain at the club until collected by a named adult. Please note that the club closes at 5:30pm and while we will wait for children to be collected we would appreciate prompt collection.

NAME OF CHILD: ..... SCHOOL

ATTENDED: .....

YEAR/CLASS: ..... D.O.B: .....

NAME OF PARENT/CARER: .....

ADDRESS:

.....  
.....  
.....

HOME TEL.: .....

WORK TEL.: ..... MOBILE

NO.: .....

PLACE OF WORK: .....

NAME OF AUTHORISED PERSON TO COLLECT CHILD: ...

.....

TEL. NO. TO ABOVE: .....

IN CASE OF EMERGENCY CONTACT (i.e. next of kin.):.....

..... TEL. NO.: .....

CHILD'S DOCTOR: .....

TEL. NO.: .....

DOES YOUR CHILD HAVE ANY KNOWN MEDICAL PROBLEMS?

.....  
.....  
.....

.....  
DOES YOUR CHILD HAVE ANY KNOWN ALLERGIES/ DISLIKES TO  
CERTAIN FOODS? .....

.....  
.....  
IS THERE ANY OTHER RELEVANT INFORMATION YOU THINK  
STAFF SHOULD BE MADE AWARE OF? .....

.....  
.....  
.....

I AUTHORISE FOR MY CHILD TO BE TREATED IN CASE OF A  
MEDICAL EMERGENCY

SIGNED: ..... PRINTED: .....

Fees are £18 for a full day / £9.00 for 1/2 days. Childcare fees are  
payable at the beginning of the week please.

TIMES ARE: 8.00 AM TO 5:30 PM.

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..

MY CHILD WILL START CLUB ON: .....

Fees must be paid at the beginning of each week as the club has books  
and banking to finalise.





Dear Parent/Guardian,

The club would like to highlight parts of its policies for your benefit.

1: We do not tolerate bullying, foul language, spitting etc. as we are endeavouring to create a warm welcoming environment for ALL children. If any of the above occurs a member of staff will inform you verbally, a repercussion of events will incur a written warning followed by dismissal.

2: Any personal possessions brought into the club by the child will be deemed their sole responsibility; unless a member of staff has requested the object be brought in, i.e. for show and tell, when we will make every effort to keep the item(s) secure. The club or any of its staff will not cover any loss or damage to personal possessions during club time.

3: Complaints. This club aims to provide a high quality and accessible service to parents and children and we are being reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of the club. If this occurs, initially we would like you to speak to the Manager/registered person. (Sharon Humphries) who will then make every attempt to resolve the matter.

4: Parents are encouraged to feel part of the club as we are providing a service for you. We would welcome any parent and their views. Parents will have an opportunity at least once a year to an open day; this will usually be towards the end of the school year to see how your child has progressed.

5: We at the holiday Club will make every effort to provide a safe and caring environment for your child with trained staff in a pleasant atmosphere. While this is **not** school your child will develop through playful and encouraging surroundings.



## **Beddau Buddies contract for parents/Guardians.**

This contract sets out the expectations of both parties as to the care of the child.

Please read through this policy sign and return, it will be copied and returned to you.

1. **Arrival and collection time:** 3.15pm – 5.30-pm. for after school club and Holiday club 8.00 -5.30pm. Can all parent /Guardians please inform Mrs Humphries or Buddies if your child will not be attending club before 3.00pm for after school club and 10.00am for holiday club. Tel 07760364201 / 07956553506

**Collection of children from their schools:** It is the responsibility of the parent/Guardian to inform the child / teacher that your child/children are attending Buddies. When your child is marked on to Buddies register they become the responsibility of Buddies staff, until Buddies staff arrive at the designated school the children are still in the care of the school.

2. **Arrangements in case of sickness:** The parent / Guardian will be called to collect the child in the mean time the child will be cared for and isolated if necessary.
3. **Fee arrangements and charges during absence:** We operate week to week, therefore to guarantee your child's place absence must be paid for. Fees for the week are to be paid on the first night your child attends and the first day in the holiday club please.
4. **Administration of medication:** These will only be administered with special arrangements with the parent/Guardian and the medical register signed. We will not be able to store medicines on the premises any longer than club opening times, unless the medication is for asthma. (Pumps) which should be clearly labelled.
5. **Holidays:** You will not be expected to pay for your child's place for annual holidays or school inset days. Any days the club is forced to close due to inclement weather you will not be charged for.
6. **Dietary needs:** On the registration form there is space for this information.
7. **Emergency arrangements:** Parents will be contacted immediately. If medical attention is required the emergency services will be contacted. We have a fire drill once every half term and a reverse drill once a term.
8. **Behaviour and sanctions:** We have club rules that the children have voted on and we revise them regularly. Unacceptable behaviour will result in a verbal warning with two staff members present, followed by a written warning and then finally the child will be asked to leave the club. If a child just gets over excited we sanction a few minutes time out somewhere where the child chooses to be quiet but we never send to a naughty corner or chair. Our policy on behaviour is in your information pack.

9. **Financial matters:** Our fees for after school club are £6 per night per child. Holiday club is £18.00 for a full day and £9.00 for a 1/2 day.
10. **Equal opportunities:** Buddies prides ourselves in providing equality for all with no discrimination of any kind. Please see our Equal opportunities policy in your information pack.
11. **Policies and procedures:** Parents are welcome to take home and read all: our policies. If you would like to do so we ask you to sign them out and return them as soon as you have finished.
12. **Complaints:** If it becomes necessary to complain you should contact Sharon Humphries /Manager. Tel 07956553506 If you're not satisfied with the outcome of your complaint then you can contact the Care Social Services Inspectorate for Wales (CSSIW) the complaints form is in your information pack.
13. **Buddies rules:** The children of Buddies are very proud of their CLUB and at regular circle time they have compiled the rules below.
  - Try not to run anywhere.
  - Never touch other peoples work.
  - Try to be friends with everyone and make new Buddies feel welcome.
  - No chewing gum ever!!
  - Manners are always welcome.
  - Keep hands and feet to ourselves.

Signature of parent or carer..... Date.....

Name of child.....

Signature of manager..... Date.....



## **Bad weather arrangements.**

Dear Parents/Guardian.

In the bad weather (SNOW) Beddau Buddies will not be open if Bryn Celynnog closes prematurely; the main reason for this is staff need to get home safe.

As you will appreciate it is impossible for me to contact all parents, therefore I am requesting that parents contact myself or Sam to check on the arrangements for that day. If the weather turns during the day the numbers to call to check if we are open are:

1. Bryn Celynnog 01443 203411 ext. 116
2. Mrs Humphries mobile 07956553506
3. Club mobile 07760364201

Due to child and staff safety Beddau Buddies cannot be responsible to collect your child/children from their school if they close early due to adverse weather.

If it snows during the night and you want information about club opening then my home number is 01443 492642. I will be available to answer any questions from 6.30 am; again you can also try Sam on her mobile.

If we have collected your child/children and the weather turns we would really appreciate a prompt/early collection of your children as staff need to get home safe and most of us live on hills for some unknown reason!

I hope this information helps and clarifies all situations regarding the “white stuff” that grinds this country to a halt!

Mrs H



## Face Painting/photographs/Sun cream

I give my permission for my child/children to have their face painted by a staff member of Beddau Buddies and to have their photograph taken for club use only; these might be put on Buddies web site but will not be able to be down loaded. Sun Cream will be applied factor 50 for sensitive skin, or you can bring your own clearly labelled.

Childs name	Face paint	Photos	Sun cream	Hair braids	Nail Varnish

Parent name..... Parents

signature.....

Date.....



## Staff members are:

Sharon Humphries: Registered person / Manager.

Charlotte Evans: IT Manager

Lucy Alexander: Deputy Manager

Samantha Rowland: Deputy Manager (Holiday club) Owen

Saunders: Deputy Play leader.

Chris Richards: Play worker

Cliff Davies: Play worker/Bus driver

Emily Nash: Play Worker

Gemma Collins: Play worker

Glenn Hopkins: Play worker

Jack Ryan: Escort, Play worker

Jessica Ferguson: Play worker

Kathryn Ellis: Food tech/ Bus driver/Receptionist

Kirsty Weeks: Play worker

Lauren Davies: Escort

Megan Fears: Play Worker

Rebecca Stewart: Play work

Sarah Bridger: Play worker



**Beddau Buddies Committee members are:**

Sharon Humphries = Registered person / Manager.

Lucy Alexander = Deputy Manager

John Gibson = Chairperson Kathryn

Ellis = Staff Rep.

Joy Nichols = Local Police Officer.

Debra Baldock = Bryn Celynnog Head Teacher.



## **Parent Participation Policy**

- Parents and children joining the club will be given a full induction.
- Club staff are always available for an informal chat, but would parents please appreciate that staff are very busy during club opening times.
- Alternatively, formal appointments can be made to see the clubs manager to discuss a child's progress or behaviour. To make such an appointment contact the club manager, Mrs Humphries. Mrs Humphries is at Buddies most evenings and will always be available if you need her.
- Parents are responsible for notifying the club manager of any changes in the child's circumstances they will then be transferred to the child's registration form.
- A newsletter is circulated to parents/Guardians informing them of event dates etc.
- Parents are encouraged to feel part of the club as we are providing a service to help them.
- Parents are encouraged to share their special skills at the club to enrich the children's knowledge.
- Parents will be able to have access to their child's records at any time should they wish.





## **Complaints procedure**

In the event of a complaint being made about any aspect of Beddau Buddies excluding any complaints regarding the registered person (Mrs S Humphries), the following procedures will apply

### **Informal complaint procedure (i.e. in house complaints)**

- You can address your complaint to Mrs S Humphries who will endeavour to deal with it efficiently.
- You can state your complaint in writing to Mrs S Humphries who again will endeavour to resolve the matter within **14** days. If for any reason the timescale is not achievable, with your agreement a further 14 days may be added. A copy of the action form completed by Mrs S Humphries will be given to you on completion.

You can contact Mrs S Humphries in person at Beddau Buddies or by telephone.

Daytime: 01443 203411 ext: 116

Evening/weekends: 07956553506

### **Formal complaints procedure (i.e. child protection, breaking minimum standards, misconduct, fraud allegations etc)**

- Complaints that are dealt with formally must be resolved as soon as reasonably practicable and in any event within **35** days of the request for formal consideration. The outcome of the complaint will be confirmed in writing by the registered (Mrs S Humphries) and a copy will be sent to the National Assembly.

### **Complaints subject to concurrent consideration**

(If being investigated by another person, or outside body)

- If you have a complaint about Mrs S Humphries you can contact the committee or Miss D Baldock in Bryn Celynnog comp. Tel: 01443 203411 Our inspection team are at the address below

Care & Social Services Inspectorate Wales  
The Mid and South Wales regional office  
Rhyd y Car  
Merthyr Tydfil  
CF48 1UZ

Tel: 03000628888

Queries:03007900126

Fax: 03000628548

Email: [cssiw@wales.gsi.gov.uk](mailto:cssiw@wales.gsi.gov.uk)

**All complaints will be handled professionally, without discrimination to any parties, most importantly children. Confidentiality will be adhered to at all times.**