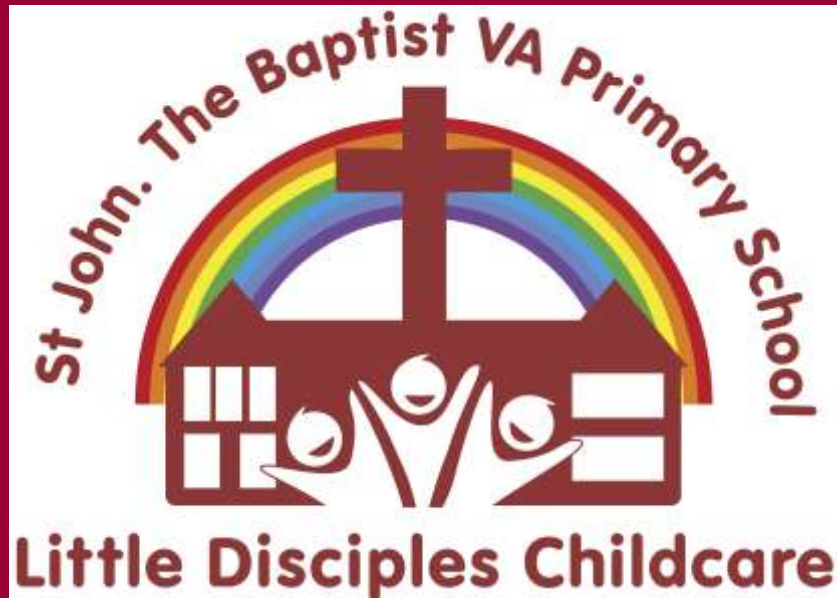


Little Disciples

Childcare



Parent/Carer Handbook September 2023

Persons in Charge

Manager: Mr S Gocher

Deputy: Mrs E Eccles

Contact Details

littledisciples2015@outlook.com

07873 398571

01244 478920



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

About Little Disciples Childcare

Little Disciples Childcare is a registered Charity and is registered to care for 38 children at any one time. We opened in September 2015 initially as an afterschool club and over the last 8 years we have expanded our business which now includes a breakfast club, holiday club and wrap around care.. Plus & Wrap around care .



Our Vision

To provide a happy, safe and stimulating environment for all children to play and grow freely.

Our Aims

At Little Disciples Out of School club we aim to:

- provide a service that meets the varying needs of the community.
- to support families to access employment and training whilst their children are cared for in a high quality environment.
- provide an inclusive and accessible service to pupils and parents of St. John's School.
- to reduce the dangers that children may face without adequate care.
- to provide a secure, safe and happy environment, rich in a variety of rewarding and carefully planned experiences, so that children learn, play, achieve and have fun.
 - to ensure that the Club is self-financing

Staff

All members of staff at Little Disciples have an enhanced DBS check and have the relevant qualifications, training and experience required to work with children. There is always a senior member of staff in charge each day, with at least one trained first aider in attendance. There are always 2 members of staff on duty and we operate a ratio of 1:8.

Club Manager & Person in Charge	Mr S. Gocher <i>(Level 3 in Playwork)</i>
Deputy Manager	Mrs. E. Eccles <i>(Level 3 in Playwork)</i>
Play Worker	Mrs. K. Humphreys
Play worker	Miss. R Humphreys
Play worker	Mrs. D Hodson
Play worker & Nursery Plus Assistant	Mrs J Williams
Breakfast Club Assistant	Mr. D Freenan
Midday Supervisor	Mrs. D Randall
Relief Playworker	Miss E Williams
Kitchen Assistant	Mrs. H Rimmer

Care Inspectorate Wales (CIW)

Little Disciples Childcare is registered with the Care Inspectorate Wales which regulates childcare settings in Wales. Their job is to inspect and improve the quality of childcare.

In our last inspection which was held in January 2020 CIW rated us 'Excellent' in Wellbeing & in Care and Development, they also rated us 'Good' in Environment and Leadership.



In our last inspection, CIW Stated that:

Children are confident communicators who are encouraged to speak and express themselves. They are offered extensive opportunities to make choices and decisions about what affects them. They enjoy their play and learning and have opportunities for a wide range of play and relaxation activities both indoors and out.

Dedicated practitioners provide a nurturing and caring environment where they are highly responsive to individual needs.

Leaders ensure the environment is safe and secure and health and good hygiene practices are in place. The responsible individual, leaders and practitioners work together and demonstrate a commitment to providing a good quality service.

There are close partnerships with parents.

[Click here to view our latest Inspection Report.](#)

Inclusion

Little Disciples Childcare aims to provide a welcoming and supportive environment for all children, staff, and parents. They will all be treated with dignity and respect. The Club supports Integration and the treatment of all children and adults as individuals, wherever this is possible.



Little Disciples OSC will:

- Playworkers consult with children and parents/carers as appropriate about children's individual needs and preferences.
- The individual needs and views of children are considered when planning activities and buying toys and other equipment.
 - The Club aims to provide adaptations to the facilities and environment to cater for individual additional needs where this is practicable and reasonable.
- Where appropriate, children's progress will be monitored and recorded in consultation with parents and carers. Strategies will be discussed with the child and parent/carers and implemented.
 - Staff will receive appropriate training as required.
- Full cooperation will be given to outside agencies to meet the specific needs of a child.
- If a child requires one to one support at the Club, we will make every effort to work with the parents/carers and relevant organisations to access additional funding and extra staff members to provide one to one support.
- The level of individual care is agreed with the parents. The Club ensures that the privacy and dignity of a child is respected and maintained when providing any intimate care (Please see our Intimate Care Policy).
- The Club promotes anti-discriminatory practices and encourages a positive atmosphere for all.

Breakfast Club

Our paid Breakfast Club opens at 7.50am. If your child is attending the paid Breakfast Session your child must arrive between 7.50am - 8:20am. We then run the Welsh Government Free Breakfast initiative which provides a free breakfast from 8.20am. If your child is attending the free Breakfast club Session we ask that your child arrives by 8.30am.



Please bring your child to the main front door (Porch Door) and ring the doorbell. A member of Little Disciples staff will welcome your child and sign them in. ***Please be aware that we stop serving breakfast at 8.30am***



We offer children a range of activities, games, and entertainment, or just the chance to relax. Our resource area is always designed to be freely accessible and reflect the interests and needs of the children in our care.

A healthy breakfast will be provided for the children who attend the club. Fresh drinking water and fruit is always provided for the children. Our club snack menu is available to view on the school website. New children are supported during their first weeks to ensure they are happy, making friends and enjoying the activities on offer.

Nursery Plus & Wrap Around Care

We are excited to announce that Little Disciples Out of School Club will be launching a brand-new Nursery Plus service for children attending St. John the Baptist School from September 2023. Nursery Plus will be a fee-paying service which we will offer to provide full day-care provision for busy working parents or to complement the half-day session children are entitled to in school.



What will my child do in Nursery Plus?

In Nursery Plus we will lay the foundation of learning, preparing them for full-time schooling. We will encourage their personal and social skills through a combination of play based and structured learning opportunities. The Club Management team will work closely with Mrs Betts (Class I Teacher) and provide this additional service or 'wraparound care' which parents book and pay for in advance to meet their childcare needs.

The children will spend their morning in Class I with Mrs Betts (this is known as their Learning Entitlement) and they will then start Nursery Plus at 11.30am with Little Disciples' Staff (Known as their childcare allowance which is fully funded for working parents).



Nursery Plus Daily Routine

Throughout the year we will help the children reach for the next step in their learning through observing the children, developing their ideas, and providing opportunities for children to be actively involved in their own learning.

Once the children have finished (their Learning Entitlement) at 11.25am they will then learn through play. This is an example of a typical afternoon at Nursery Plus:



<u>Activity</u>
11.25am - 11.50 - Story/Song Carpet time
11.50am - Toilet and Wash hands ready for dinner time
12pm - 12.30pm - Dinner time in Class I
12.30pm - 1pm - Outdoor play in the Class I outdoor area
1pm - 2pm - Adult led activity, play based learning in-door and outdoor.
2pm - 2.15pm - Break time in the Class I outdoor area.
2.15-2.50pm - Finishing off activity/play in the outdoor/indoor areas.
2.50-3pm - Story and getting ready to go home or to club.

Lunch during Nursery+

Whilst at Nursery Plus we understand that your child will need a balanced meal to get them through the day. Our school kitchen will provide a school meal for children at the additional cost of £1.25 per day. You will have the option to book this once you register and book your child into the service in May 2023.

If you would like to send your child in with a healthy packed lunch then please ensure that it's in a suitable storage and a lunch box.

Primary School Menu

April 2022 – October 2022

APPROVED


This menu has been nutritionally analysed in line with Welsh Government Guidance to meet pupils' needs for protein, carbohydrates, fat, sugar and salt.

✔ Suitable for Vegetarians ✔ Suitable for Vegans

Allergens & Intolerances
Many of our dishes are available to accommodate special dietary requirements please contact our **Cook to discuss these options**

Arlwyo a Glanhau
NEWYDD
Catering & Cleaning

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Breaded Fish Steak Served with oven-baked sliced potatoes & baked beans Oven Baked Mugglets ✔ ✔ Vegetarian mugglets served with oven-baked sliced potatoes & baked beans Lemon Muffin or Fresh Fruit ✔	Meatballs & Pasta Beef meatballs in a tomato sauce & garlic bread Veggie Meatballs & Pasta ✔ ✔ Vegetarian meatballs in a tomato sauce & garlic bread Raspberry Sponge & Custard or Fresh Fruit ✔	Roast Chicken Dinner of the Day Served with potatoes & two seasonal veg. Veggie Roast Dinner of the Day ✔ Served with potatoes & two seasonal veg. Cooks Fruit Cake or Fresh Fruit ✔	Chicken Curry & Naan Bread Served with vegetable rice. Sweet Potato & Vegetable Curry ✔ Served rice and naan bread. Fresh Fruit or Yogurt ✔	Gluten Free Beef Burger in a Bun Served with chips & veg sticks. Selmae Tostifflid Pasta stuffed with salmon served in a tomato sauce & Garlic Bread Slice Chocolate Muffin or Fresh Fruit ✔
	Oven Baked Sausage Served with mashed potatoes & baked beans. Oven Baked Fish Fillet Served with mashed potatoes & baked beans. Raspberry Crumble & Cream or Fresh Fruit ✔	Sweet & Sour Chicken Chicken strips served in a sweet and tangy sauce served with rice. Chili Nee Cawl Vegetarian mince chili served with Vegetable Rice Chocolate Sponge & Chocolate Custard or Fresh Fruit ✔	Roast Turkey Dinner of the Day Served with potatoes & two seasonal veg. Veggie Roast Dinner of the Day ✔ Served with potatoes & two seasonal veg. Fruit Flapjack or Fresh Fruit ✔	Chicken and Tomato Pasta Strip of chicken served with pasta in a tomato and vegetable sauce and Garlic Bread Slice Mexican Burrito ✔ Lightly fried veggie mince-wrap with salad Fresh Fruit or Yogurt ✔	Oven Baked Chicken Mugglets Served with chips & veg sticks. Big Burger in a Bun ✔ ✔ Vegan burger served with chips & veg sticks. Baked Biscuit or Fresh Fruit ✔
	Chicken Burger in a Bun Served with chips on potato wedges & garden peas. Amieo Fish Finger Jumbo Fish Finger served with potato wedges & garden peas. Blueberry Muffin or Fresh Fruit ✔	Beef Bolognese Mixed beef bolognese served with pasta and garlic bread slice. Pasta Bolognese ✔ Vegetarian mince in tomato & vegetable sauce & garlic bread. Lemon Sponge & Custard or Fresh Fruit ✔	Roast Chicken Dinner of the Day Served with potatoes & two seasonal veg. Veggie Roast Dinner of the Day ✔ Served with potatoes & two seasonal veg. Skerboned Biscuit or Fresh Fruit ✔	Chicken Hot Dog Amieo Chicken Hot Dog served with potato wedges, peas and sweetcorn. Breakfast Wrap ✔ Vegetarian sausage, hash brown, free-range omelet & baked beans. Yogurt or Fresh Fruit ✔	Ham & Cheese Cawlenn Pudding Served with chips & veg sticks. ✔ Cheese & Tomato Cawlenn Pocket Served with chips & veg sticks. Chocolate Biscuits or Fresh Fruit ✔




DAILY OPTIONS

Sandwiches
Choose from the following fillings:
Ham
Cheese
Tuna Mayo ✔
Served with daily pudding, drink, fresh fruit and salad options where available.

Freshly Cooked Jacket Potatoes
Choose from the following toppings:
Baked Beans ✔ ✔ Cheese ✔
Tuna Mayo ✔ Cheese & Beans ✔
Served with daily pudding and drink with fresh fruit and salad options where available.
Please note that our menu could be subject to change due to nationwide supply issues.

Pasta Pots
Choose from the following toppings:
Ham
Cheese ✔
Tuna Mayo
Served with daily pudding, drink, fresh fruit and salad options where available.

Daily Salad Selection
As your school returns to a normal service the salad bar will once again be available to provide a daily choice of fresh salad.





Arlwyo a Glanhau
NEWYDD
Catering & Cleaning

Nursery Induction Sept 2023

At St. Johns and Little Disciples, we understand the importance of inducting your child into school and club. This ensures that your child is able to properly get used to their surroundings, staff and their new friends.

We have reviewed the induction timetable (see below) with Mrs Betts, you will be informed of your child's group during the Parents' meeting which will be in July 2023.

<u>Week 1</u>			
<u>Date</u>	<u>Details</u>	<u>Group</u>	<u>Time</u>
Wednesday 6 th September	Induction to Nursery	A	9.30am until 11.25am
Thursday 7 th September	Induction to Nursery	B	9.30am until 11.25am

<u>Week 2</u>			
<u>Date</u>	<u>Details</u>	<u>Group</u>	<u>Time</u>
Monday 11 th September 2023	Full Nursery Session	A	8.45 until 11.25am
Tuesday 12 th September 2023	Full Nursery Session	B	8.45 until 11.25am
Wednesday 13 th September 2023	Full Nursery Session & Nursery Plus taster session until 2pm (Paid)	A	8.45 until 2pm
Thursday 14 th September 2023	Full Nursery Session & Nursery Plus taster session until 2pm (Paid)	B	8.45 until 2pm

From Monday 18th, all Nursery will be in at 8.45am until 11.25am and can attend Little Disciples Childcare (Wrap Around).



Reception Induction Sept 2023

At St. Johns and Little Disciples, we understand the importance of inducting your child into school and club. This ensures that your child is able to properly get used to their surroundings, staff and their new friends.

We have reviewed the induction timetable (see below) with Mrs Betts, you will be informed of your child's group during the Parents' meeting which will be in July 2023.

<u>Week 1</u>			
<u>Date</u>	<u>Details</u>		<u>Time</u>
Wednesday 6 th September until Friday 15th September	Induction to Reception	All	8.45am until 1.10pm
Monday 11th September & Tuesday 12th September	Afterschool Club taster session		1.10pm until pickup between 4 & 6pm

From Monday 18th, Reception will be in at 8.45am until 3.05pm and can attend Little Disciples Childcare (Afterschool Club)

Week beginning Monday 18th September 2023, children will be in everyday for their full Nursery session and can take full advantage of the Nursery Plus and Wrap Around care service.



Flintshire Childcare Offer for 3 to 4 years olds

Parents who access Nursery Plus may be entitled to the funded free childcare scheme offered by Welsh Government if your child is aged 3-4 and you work more than 16 hours per week. They have recently expanded this to include a parent in education or training, who meets the eligibility criteria and would be able to access the offer from the point at which their course commences:

Definition of a parent in education or training; a parent in education or training can be a parent who is either:

Enrolled on a Higher Education (HE) undergraduate or postgraduate course that is at least 10 weeks in length.
This includes courses delivered via distance learning.

Enrolled on a course that is at least 10 weeks in length and which is delivered at a Further Education (FE) Institution. This includes courses delivered via distance learning

Please click here for more information <https://www.flintshire.gov.uk/en/Resident/Schools/Flintshire-Childcare-Offer.aspx>



After School Club

Little Disciples also offers an afterschool club service which is open from 3.05pm until 6pm Monday to Friday during Term-Time.

We plan activities and themes every half term which are based on children's ideas, observations and we link these activities with the children's interest and hobbies. Every year the children complete a One-Page profile which allows children to share what their likes and dislikes are and share any important information with club staff, this might include what they don't enjoy doing and eating.



Like a child being dropped off at Breakfast Club, all Parents are required to ring the main porch doorbell and wait at the door whilst the member of staff collects your child to retrieve their belongings, the staff member will then open the door and hand the child over to the trusted adult. If another member of family are collecting your child please let the club know so we can arrange a password which will enable safe handover.



Little Disciples Out of School Club Activity Planner – September 2022 (Autumn Term)

Week Starting	Rel. Edu. Area	Learning Area	Activity
Wk 5 th Sept	Settling into Club – First Week Back		
Wk 12 th September	Calc	Playdough	Can you make your own Play dough food for the cat?
Wk 19 th September	Wye Arts	Paint	Can you paint your favourite animal? Make Slime
Wk 27 th October	Forest School Activities		
Wk 3 rd October	Building Workshop	Book Reading	Can you make your own fairy/elf wings?
Wk 10 th October	The Big Lego Challenge!		
Wk 17 th October	People Who Help Us	Tables	Can you make your own lego match?

In addition to the club activities, we also have the following activities open for the children to access:

Outdoor Fun We have a variety of equipment for the children to use.	Workshop Area We have a variety of equipment for the children to use.	Construction Area We have a variety of equipment for the children to use.	Games We have a variety of equipment for the children to use.	Reading Area We have a variety of equipment for the children to use.	Quiet Activities We have a variety of equipment for the children to use.
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Snacks and drinks are available during the session. All food and drinks offered is in line with our healthy eating policy and meet the dietary needs and preferences of children as indicated on the child's registration form. To ensure we maintain high levels of hygiene and ensure all staff and children are safe we ensure that staff preparing snack hold a Food Hygiene qualification.

Holiday Club

Our holiday club is open during school holidays on a Tuesday, Wednesday and Thursday (Except for 2 weeks in the summer and 2 weeks at Christmas).

We open our doors at 8am and close at 5.30pm. During the day we take part in lots of exciting activities which are pre-planned based around children's ideas and interests.

We provide breakfast and an afternoon snack during the day and you will need to provide a packed-lunch for your child. Fruit and water is also available during the day.

We also hold themed days, for example we have joined forces with G.E.M Sports coaching to deliver sports sessions which include Football, summer sports and Olympic days.

8:00-9:00	Breakfast Time
9:00-12:00	Free Play (indoors and outdoors) Adult -Led Activity Free access snack
12-3:30	Free play (indoors and outdoors) Adult -Led Activity
4:00-4:15pm	Snack Time
4:15-5:30	Free Play and home time.



How do I register?

Step 1. Visit <https://littledisciplesoosc.ipalbookings.com/>

Step 2. Select 'Register'

Step 3. Complete the new parent registration form and click register, at this point you will receive a confirmation email, please note this email may go into your junk folder, please mark it as safe.

Step 4. Once you have completed your registration you will then need to add your child or children. For more information and to watch the tutorial video to guide you through the registration process and learn how to book, pay and manage activity clubs visit <https://www.ipal.education/parents-user-video>, there are also helpful tips on the booking site.



Bookings

Permanent Bookings

This booking is if you require your child to attend on the same days/sessions each week for the whole of the school year. Please complete the 'Permanent Booking' section of our booking system iPal to book at a discounted rate for the year. Little Disciples will then confirm your booking with an email. If you wish to change a permanent bookings, please contact the manager.

Adhoc bookings

Little Disciples take into consideration that there can be unexpected events and last-minute plans made during the year, this booking is if you only require your child to attend on the occasional day or there is a certain event or theme day they wish to take part in.

Once you've registered:

1. Login to your account at <https://littledisciplesoosc.ipalbookings.com/app>
2. Select 'Book now' on the left-hand side of the window
3. Click on the club you wish to book
4. Select which children you would like to book.
5. Select the Venue as 'St John the Baptist School'
6. Select the club below the venue.
7. Select individual dates on the calendar or 'All' dates on the right of the calendar.
8. Then select which session you would like your child to attend e.g. Early Pickup or the full session.
9. Then select 'Confirm Booking'
10. You will then need to select 'Payment type', if it's a booking for the year you will have to select 'Pay monthly'.

Fees

Fees	
Welsh Government Free Breakfast Club 8.20-8.50am:	FREE
Permanent Breakfast Club: 7.50am-8.20am:	£3.75
Permanent After School Club 3pm until 6pm:	£14.25
ADHOC Breakfast Club	£5
Permanent Breakfast Club & Afterschool Club on the Same Day	£16.00
ADHOC Afterschool Club 3pm until 6pm:	£16.00
Early Pickup by 3.30 pm: <i>PN: If collection is later than 3.30 pm there will be an additional charge of £9.25</i>	£5
Holiday Club Full Day – 8am until 5.30pm	£35.00
Holiday Club Half Day AM: 8am until 1pm or PM: 1pm until 5.30pm (No Increase)	£18.00
**Nursery Plus (11.30am until 3pm)	£17.50
Full Wrap Around Package including breakfast club, Nursery Plus & Afterschool Club	£35.50

**This will be fully funded by Welsh Assembly Government if you work 16 hours per week, and we will claim the fees directly from them.*

Paying for Sessions

You are required to pay for sessions either by Bank Transfer, Cash, Cheques or Child Care vouchers. Please ensure that you label the envelope clearly and give it to the club manager or the school office.

If your child attends permanent sessions, you will be invoiced for your child's fees 2 weeks before the 1st day of the month. You should ensure that fees are paid promptly otherwise your child may not be able to attend the club until full payment has been received.

The iPal booking system will send out invoices and reminders automatically around the 21st of each month depending on your bookings. Once you pay via bank transfer or Childcare Vouchers it will be added to your wallet in iPal so you can see your updated balance.

Cancellations

We do not accept ad hoc cancellations, if your child doesn't attend the club for either medical appointments or holidays you will be invoiced as normal. This allows you to keep your child's place.

If you wish to cancel your child's place permanently you must send in a letter with the dates you wish to cancel your child's place and give 1 months' notice period to the club.

Sickness

We recognise that both staff and children are vulnerable to infections and illness and therefore ask parents/carers to refrain from bringing their children to the club when they are unwell. Little Disciples Out of School Club reserves the right to refuse entry to any child or family who, in the opinion of the Manager, who are not well enough to attend a session or pose a risk of infection to other children. We require written consent to administer any medication, if your child requires medication please ask a member of staff for a Medication Form.

Accidents

Unfortunately, accidents do happen. First aid is always administered by a qualified first aider, who will decide the most appropriate course of action. A written accident report will be emailed to you and information provided to the parent on collection.

Should a child need to go to hospital their parents will be immediately contacted. An escort will be provided if the parents are unable to get to the club.

Security

All children must be signed in and out on our daily register. Parents can collect children at any time during the session. Children may only be collected by a nominated person otherwise it is vital that you let the club know if a different person is to collect, as refusal may offend. We also use a password system as a means of communication between the Little Disciples team, yourself and an unnamed person collecting your child. Please confirm this password that you entered when registering with the iPal system.



Complaints

All concerns should be made to the Club Manager or directly to the Little Disciples Out of School Club Management Committee. It is always our aim to resolve issues in this manner and we work hard to ensure this happens. However, if you wish complaints can be made directly to the CIW and we can provide you with a copy of the complaints policy and procedure.

CIW can be contacted at:

Telephone: 0300 7900 126

Email: ciw@gov.wales

Welsh Government office
Sarn Mynach
Llandudno Junction
LL31 9RZ

Club Policies

Little Disciples is a childcare provider and therefore has detailed policies and procedures in accordance with CIW (Care Inspectorate Wales) regulations and good practice. If you require any policies and procedures, please don't hesitate to contact the club manager. Our club policies and procedures are also available on our website.

Little Disciples Management Committee

The role of the Management committee is to oversee the running of the club ensuring that it runs smoothly whilst ensuring that a high-quality service is being provided. Little Disciples is a registered charity and our charity number is 1194380.

If you wish to send any correspondence to the committee, please send it into the school. The Management Committee consists of the following representatives

Mrs Anna Stephens	Chairperson & Responsible Individual
Mr Sam Gocher	Club Manager & Person in Charge
Mr David Dalrymple	Treasurer & Trustee
Mrs Janet Davies	School Representative