

Caban Y Faenol CYF

Statement of Purpose

This statement outlines the services that children, parents/carers and the community can expect from our Club, and the values that inform our work:

Caban Y Faenol was founded in March 1999. We provide breakfast, after-school and holiday care and also day care for children attending the nursery class or children attending the morning session at Ysgol Feithrin Penrhosgarnedd which is based at Y Ganolfan, Penrhosgarnedd. We accept children from other schools during term time and holiday time.

We are registered as Full Day Care for 56 children from 2 - 11 years but we can also accommodate children up to year 7(12 years old) if numbers allow. Caban Y Faenol is registered and regulated by the CIW and is inspected every two years. We became a Limited Company by Guarantee in 2013.

We are located on Ysgol Y Faenol school grounds in part of the new extension. We are open from 7:30 am – 6pm incorporating the following sessions

Breakfast Club 7:30am-8:50am

Cylch Meithrin 8:50am-11am

Flying Start 9-11:30am

Daycare 11am-3pm

Mini Club 3pm-3:30pm

After school club 3/3:30pm-6pm

Holiday Club times are 8am-6pm (7:30/7:45 upon request) with the choice of full day ³/₄ day or half days sessions.

We have the use of three rooms at the school, one for Breakfast Club, Cylch Meithrin, daycare and afterschool club for infants a second room for junior children and year 2 and a third room for mini club

In an emergency we are able to use the school hall and also for extra sessions during holiday club eg yoga.

Our Club aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.

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- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.

Our Club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Our Club is committed to providing:

- Care and activities that put the needs and safety children first.
- A programme of activities that is interesting, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

What we offer

Breakfast club, Cylch Meithrin, Daycare, Afterschool club and holiday club.

We aim to provide a wide range of activities, incorporating simple cooking, art, craft, board games, reading, imaginary play, construction, sport and much more. During their time at the club children choose, with guidance, activities that suit them best. Activities for the children that attend during the day follow the principles set out in the Foundation Phase. The children that attend after school and during holiday club staff follow the Playwork Principles when organising activities.

A snack and drink are provided each day; however this is not intended to substitute for a main meal that the child may receive at home. This will be prepared on the premises, using fresh ingredients and following the framework of the Health and Safety regulations. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly family setting. May we recommend that an ice pack is placed in your

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child's lunch box or that the necessary foods are given to staff to be placed in the fridge. All children will be seated at tables and as far as possible, at the same time. Occasionally we may have a picnic outside

Caban Y Faenol is a bilingual setting (Welsh/English) but the Welsh language is used mostly.

Learning Foundation

The setting has adopted the ***Curriculum for non-maintained settings*** and meet the requirements by:

- using the document to help with planning, to ensure introducing a curriculum which is appropriate and meets the requirements set out in the Curriculum for Wales for all children.
- ensures all learners develop in the way set out by the Four Purposes noted in the curriculum.
- ensure opportunities and experiences which are appropriate for learners of different ages, abilities and talents.
- promotes a feeling of pride and belonging.
- celebrates Welsh culture.
- recognises that each child is unique.
- develops the feeling of where they live and sense of home
- supports each child by ensuring they develop within their own capabilities.

We also ensure, with guidance from the Authority, that we adhere to requirements for implementing Sex Education, Morality and Religion, in addition to Values and Morality.

We recognise the experiences children have at the start of their early education journey and work with the children, you as parents and cares to support them as they begin a new and exciting episode in their lives by giving precedence to listening to their voice.

The early years plays an important role in childhood as well as shaping their future. To ensure that all children aged 0 to 3 have the best possible start in life, we are following the 0-3 Development Pathway 0-3 by Welsh Government's Play, Early Childhood Learning document. This ensures that children's wellbeing and development is at the heart of early childhood play, learning and care.

We will meet assessment requirements by making sure that all learners make the best progress possible at an appropriate pace in addition to supporting and challenging them.

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It is statutory for us to perform an initial assessment within six weeks after the child begins their funded education. The arrangements must assess the following:

- Language and Numeracy skills and ability
- Children's well-being, including physical, social and emotional development

We will use the assessment to:

- recognise individual children's needs, in addition to noting their strengths,
- any areas which need improving and who may require extra support,
- to plan all experiences according to the curriculum.

We know that joining a new setting can sometimes be a difficult experience for small children. We should not rush to perform assessments. Rather, we give time for them to settle which allows us to form strong interrelationships

Staffing

Caban Y Faenol employs a team of play workers, led by a manager, Morfudd Roberts, deputies Emma Jones and Sarah Barton. The majority of our staff are experienced & qualified play workers or adults working on an apprenticeship scheme to gain a suitable qualification to work with children. Our ratios staff:child are in keeping with CIW minimum standards. Staff are required to undergo continual training and are encouraged to enhance their qualifications and development their knowledge. Recruitment of staff is in line with minimum standards and all staff members have enhanced police checks carried out by the Disclosure Barring Service (DBS). We ensure a ratio of at least one member of staff for each eight children who are 3- 8yrs, one staff for ten children who are 8-12yrs and a ratio of 1:4 for 2 year olds, attending the club.

Organisation

Caban Y Faenol is run solely by parents, who volunteer their time and we are a not for profit organisation. The school does not run it. The management committee meet on a regular basis and are responsible for:

- Employing staff
- Discussing and approving policy
- Finances

In addition the registered person is responsible of ensuring that all the requirements of the CIW are met

The support of parents is essential to the running of the club. Without the committee and the work of its members, the club would not exist.

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A list of current officials is included at the end of this statement.

Policies and procedures

The club operates under a number of policies and procedures, Copies are held at the club and are available at your request.

General Data Protection Regulation

We take your privacy and personal information seriously, the information you provide on the registration form will be stored in a secure location and held for a minimum of 7 years (or as long as required in line with legal requirements) You have the right to access information held about you/your child by contacting cabansupervisor@live.co.uk. We may also share your information with other organisations such as Ysgol Y Faenol, CIW, Social Services, Police in line with our Data Protection and Confidentiality Policies.

Admission

Caban Y Faenol is accessible to children and families from all sections of our local community. Admission to the club is organised by the manager and a waiting list system is used. The waiting list is operated on a first come-first served basis, with the exception of siblings who have priority for the same day(s) as a sibling already attending.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential.

Re-enrolment is required at the end of the summer term. Places will not be kept open for children unless a new registration form is completed. New registration forms and contracts must be completed and returned by the end of September each year.

Payment of fees

Fees are payable to the supervisor in line with our payment of fees policy. We accept cash,cheques, BACS or Childcare Vouchers. Cheques should be made payable to Caban Y Faenol CYF.

Fees are paid for a month in advance based on the amount of sessions you have booked your child into Caban.

Fees are charged for all sessions, including when your child is ill or not attending for any reason. If notice is given by 9am of the first morning of absence then half the fee for the session will be credited to the following month.

Bank holidays will not be charged for. School training days are charged at the holiday rate. You will not be charged if your child does not attend during the holidays or school training days.

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If your child will be away on holiday and 4 weeks' notice is given, then half the fee for the sessions will be charged in order to keep your child's place.

Holiday Club – Cancellation with up to 48 hours notice will not incur a fee, All other cancellations will be charged at full rate.

Non-payment for more than one month will result in your place being terminated. Outstanding debts will be rigorously pursued

Caban Y Faenol is a non-profit making enterprise and is entirely self-funding; we aim to keep our fees to a minimum, whilst still raising enough income to cover our running costs. Please ensure fees are paid promptly.

Tymor Ysgol / Term time	
Breakfast Club 7:30-9am	£6
Breakfast Club 7:45-9am	£5
Breakfast Club 8-9am	£4
Breakfast Club 8:30-9am	£3
Day Care 11am-3pm	£18
Day Care 11am-6pm	£30
Day Care 11:30am-3pm	£18
Day Care 11:30am-6pm	£30
After school 3/3:30-6pm	£12 child £11 Second
Mini Club 3-3:30pm	£3
Clwb Gwyliau / Holiday Club	
Full Day(8-6)	£35
³ / ₄ day (8-3:30	£25
Half day(8-1/1-6)	£17.50

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7:30 start	£3
7:45 start	£2.50
Gofal dydd llawn gyda Cylch Full Day care with Cylch	
7:30-6	£40
7:30-3:30	£28
Cylch	
9-11am	£12
9-12pm	£18

Changes to days and cancelling your place

One month's notice of termination or changes in attendance must be given.

Fees will be charged at the full rate if no notice is given. Please refer to our payment of Fees Policy

Requests for changes to days should be made to the supervisor and will be accommodated where possible.

Temporary changes

Please remember that we need to know if your child (or children) will not be attending Caban Y Faenol for any reason. Even if you have informed the school, we still need to know.

In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this statement.

Induction

The child and parents/carers will be invited to come and see the club before the child's first day; the club encourages the first attendance not to exceed half a session. No charge will be made.

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Early in each child's first attendance a short time will be set aside for an "induction" period. During this period a member of staff will outline the club's rules and routines (including meal times, collection, children's meetings)..

Arrival and departure

A copy of our Collection Procedure is available from the supervisor.

A register is taken at the beginning of each session and a signing-out sheet is used.

Children that are in the Infants are collected by a member of staff and are brought to Caban. Junior children walk to Caban by themselves.

Children may only be collected by a named adult.

The club finishes at 6:00pm, if you are delayed for whatever reason please telephone the club to let us know. A late payment fee of £25 will be charged if children are collected after 6:10pm. This to cover the cost of two members of staff staying with your child.

Child Protection

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained. Our full Child protection policy is available on request.

Equal Opportunities

Caban Y Faenol is committed to equal opportunities as stated in its equal opportunities policy. Strategies used to realise this goal include:

- Premises used by the club provide a high level of accessibility to the community at large.
- Menus include sufficient variability to provide for the cultural mix of the club's children.
- Activities which reflect the diverse community which we part of.

Special Needs

The Club will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with special needs.

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We will endeavour to accommodate all children of all ability, but the committee are aware of the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

General Information

Behaviour

Children and staff have created rules for behaviour whilst at the club. These are displayed for children to see.

The club also operates a behaviour policy, summarised here. A full copy of this policy is distributed to all members:

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

Caban Y Faenol aims to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

Caban Y Faenol will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; behaviour intended to result in conflict.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the club. Caban Y Faenol recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases.

Illness

We are unable to care for children who are unwell. If your child is taken ill whilst in our care you will be contacted. Please refer to our Care of a Sick Child Policy.

Please inform the supervisor of any infectious illness your child contracts. If your child has had sickness and/or diarrhoea please do not send him/her to the club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. All our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly. Please refer to our First Aid Policy.

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Medication

Please let the supervisor know if your child is taking prescribed medicine. Please speak to the supervisor if medication needs to be administered during club time. Please refer to our Administration of Medicines policy

Club outings

On occasions children attending the Club may have the opportunity to go on outings. When an outing is planned Parents/Carers will be informed in advance of the outing and notified in writing. A parental consent will be needed to be filled in giving specific information. Outings will have a higher staff to child ratio, and the Manager will carry out a risk assessment of the trip and keep a mobile phone with her at all times.

Healthy eating

It is our aim to foster and encourage an interest in healthy eating amongst the children. All children will be offered a healthy snack on arrival at the Club. All drinks will be water or half fat milk.

Soiled clothes Changing / Toilet Accidents

It is the intention of Caban Y Faenol to accept children from 2 years of age thus the child by then should be toilet trained although some young children may still be working towards full continence, or may remain incontinent for a prolonged period of time because they have a specified medical condition. Others may not yet have achieved this stage in their development.

However, we need to plan for this should the need arise.

- The nursery provides disposable aprons and gloves, a changing mat, nappy bags and appropriate hand washing facilities.
- The changing area, which is situated in the disabled toilets, will be cleaned after use.
- Warm water and liquid soap will be available to wash hands as soon as the task is completed.
- Paper towels will be available for drying hands.
- Procedures for personal care
- For any child who needs to be changed regularly a personal care plan will be agreed with parents. See relevant policy

Complaints Procedure

Caban Y Faenol is run for the members. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the supervisor, or a member of the management committee.

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Verbal complaints will be brought to the next committee meeting for discussion and action. The complaint can be brought to the meeting by the complainant or a representative. Separate meetings can be arranged by the committee, if requested.

All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be made after the next committee meeting. If this is longer than 1 month you will be informed or in case of the matter being deemed very serious an extra ordinary meeting may be called

A full copy of our complaints procedure and policy is available on request.

CIW (regulatory body)
North Wales Regional Office
Government Offices,
Sarn Mynach,
Llandudno Junction, LL31 9RZ

Pledge to Parents/carers

- We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:
- welcome you at all times to discuss our work, have a chat or take part in our activities;
- keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures;
- be consistent and reliable to enable you to plan with confidence and peace of mind;
- share and discuss your child's achievements, experiences, progress, and friendships;
- ask your permission for outings and special events;
- listen to your views and concerns to ensure that we continue to meet your needs.

Contact Information

Caban Y Faenol, Ysgol Y Faenol, Penrhosgarnedd, Bangor, Gwynedd, LL57 2NN

Telephone: 01248 361272

Mobile 07436289657

e-mail: cabansupervisor@live.co.uk

Facebook: Caban Bangor

Website ysgolyfaenol.cymru

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Staff

Manager	Morfudd Roberts
Assistant Manager	Emma Jones and Sarah Barton
Cylch Meithrin Leader	Beverley Hughes
Playworkers	Clara Owen, Jo Taylor, Carol Camilleri, Tania Thompson, Emma Louise Hughes Julie Williams, Cadi Williams, Karen Roberts, Amii Jones, Kylie Brace Denise Chambers

Board of Directors	Julia Roberts, Katy Haselgrove, Morfudd Roberts, Hannah Jones
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Management Committee

Chairperson	Hannah Jones
Treasurer	Morfudd Roberts
Secretary	
Members	Clare Hodgkinson, Katy Haselgrove, Sarahjane West-Watson, Caroline Royal, Emma Jones / Sarah Barton/ Beverly Hughes (Staff)