

Welcome to Cambo Wraparound Afterschool!

We provide high quality childcare in a safe and stimulating environment for your child to enjoy with their friends. Some of our children attend because their parents are working and some simply because they enjoy being here.

We are a registered childcare facility working within Cambo first school meeting the national standards set by Ofsted and any child from the age of 3 years is welcome.

Introducing your Child into Afterschool

Afterschool runs Monday to Thursday from 3.15 pm to 6.00 pm and Friday 3.15 pm to 5.30 pm, term time only.

We would suggest that you visit with your child to meet the staff, see the activities that are happening and let them see the other children enjoying themselves in our relaxed setting.

Please speak to Johanne Hodgson, Wraparound Manager, to arrange a visit.

Activities

A wide range of activities are carefully planned to suit the needs and individual interests of all children in our care such as Cambo café, Movie night, cookery club, craft night and various organised sports activities to name but a few.

As well as these the children have a wide selection of construction, games, messy activities which children can choose from on a daily basis. Children are never forced to participate in something they don't enjoy and there are always enough resources available for there to be something they would like to do.

We have regular sharing sessions with the children about the activities and games they enjoy and what they like best about the club. We listen to their views about changes they would like to see and ideas for new activities they would like to include in the program. Each child has an Afterschool journal to record their interests and their views, this helps to focus weekly planning.

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare.

The **Learning and Development Requirements** cover:

- The *areas of learning and development* which must shape activities and experiences (*educational programs*) for children in all early years settings.
- The *early learning goals* that providers must help children work towards (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five).
- *Assessment arrangements* for measuring progress (and requirements for reporting to parents and/or carers).

Overarching principles: There are four guiding principles which should shape practice in early year's settings. These are:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships**.
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- **Children develop and learn in different ways and at different rates**. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities.

How we provide for Development and Learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

For each seven areas of learning, the practice guidance sets out the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education.

The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey towards the early learning goals. Our setting has regard to these matters when we assess children and plan for their learning.

(See our EYFS Policy)

Personal, Social and Emotional Development

Our programme supports children to develop:

- Positive approaches to learning and finding out about the world around them;
- confidence in themselves and their ability to do things, and valuing their own achievements;
- their ability to get on, work and make friendships with other people, both children and adults;
- their awareness of, and being able to keep to, the rules which we all need to help us to look after ourselves, other people and our environment;
- their ability to dress and undress themselves, and look after their personal hygiene needs; and
- their ability to expect to have their ways of doing things respected and to respect other people's ways of doing things.

Communication and Language

Our programme supports children to develop:

- Conversational skills with one other person, in small groups and in large groups to talk with and listen to others;
- their vocabulary by learning the meaning of - and being able to use - new words;
- their ability to use words to describe their experiences;

Physical Development

Our programme supports children to develop:

- Increasing control over the large movements that they can make with their arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;

- increasing control over the small movements they can make with their arms, wrists and hands, so that they can pick up and use objects, tools and materials,
- their understanding about the importance of, and how to look after, their bodies and to make healthy choices in relation to food.

Literacy

Our programme supports children to develop:

- Knowledge of the purposes for which we use writing;
- making their own attempts at writing;
- their knowledge of the sounds and letters that make up the words we use;
- their ability to listen to, and talk about, stories;
- knowledge of how to handle books and that they can be a source of stories and information.

Mathematics

Our programme supports children to develop:

- Understanding and ideas about how many, how much, how far and how big;
- understanding and ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- understanding that numbers help us to answer questions about how many, how much, how far and how big;
- understanding and ideas about how to use counting to find out how many; and
- early ideas about the result of adding more or taking away from the amount we already have.

Understanding the World

Our programme supports children to develop:

- Knowledge about the natural world and how it works;
- knowledge about the made world and how it works;
- their learning about how to choose, and use, the right tool for a task;
- their learning about computers, how to use them and what they can help us to do;
- their skills on how to put together ideas about past and present and the links between them;
- their learning about their locality and its special features; and
- their learning about their own and other cultures.

Expressive Arts and Design

Our programme supports children to develop:

- The use of paint, materials, music, dance, words, stories and role-play to express their ideas and feelings;
- their interest in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

Our Approach to Learning, Development and Assessment

Learning through Play

The play based nature of our Afterschool setting supports the EYFS Framework, which is based on the principle that children learn through play. Our setting also has a role in complementing wider learning opportunities for young children.

If you would like more information regarding the Early Years Foundation Stage you can visit www.foundationstage.org.uk

We take very seriously our commitment to helping and encouraging children in our care to try all the activities and games we offer. Their efforts will never receive a negative response; praise and encouragement are given at every stage of the learning process.

We recognise that each child develops individual skills and abilities at different rates and this is reflected in the planning of activities.

The Club has a commitment to ensure all staff members are trained to the highest standards and undertake regular training to enhance their professional development.

Cambo Wraparound is committed to building a “culture of safety” in which children are protected from abuse and harm in all areas of its service delivery.

An Example of our Daily Routine

- Your child is collected from their class at 3.10 pm by a member of the Afterschool staff.
- Children sit on the mat for staff to complete the register.
- The children can choose from a wide range of toys and activities.
- An adult directed activity led by a member of staff (this can be anything from a craft activity to a board game).
- At approximately 4.00 pm toast/fruit is offered during the session.
- The session closes at 6.00 pm.

Equal Opportunities

We aim to offer every child the best possible care, learning and play experience in our facility, regardless of race, ethnicity, nationality, class, religion, culture, gender, language, special educational additional needs or disability.

All providers have a responsibility to ensure that diversity of individuals and communities is valued and respected not only so that every child is included and not disadvantaged, but also so that all children learn from the earliest age to value diversity in others and grow up making a positive contribution to society.

We do not tolerate racial harassment in any form. To encourage understanding of other races and cultures we research and celebrate festivals from around the world. Any alleged case of racial harassment will be dealt with according to the principles of the relevant policy.

We do not tolerate any form of bullying in our facility. We recognise that bullying takes many forms and is not simply restricted to children. This area is covered in much greater detail in the relevant policy.

To this end we have an Equalities/Inclusion/Bullying Policy which sets out our approach.

Suspensions and Exclusions

Regrettably there may be occasions where repeated unacceptable behaviour makes it necessary to suspend a child's place within The Club or exclude them. The reasons for this may be complex and staff will discuss the situation with the child concerned and their parents. The steps taken in this situation are set out in the Suspensions and Exclusions Policy.

Snacks

We are a healthy Wraparound facility and encourage children to have healthy snacks. The children are offered a snack of toast or fruit and water whilst in Afterschool.

Information

To keep parents informed on upcoming events and activities we have our own Afterschool Facebook page and we send out regular information via Wraparound email.

At present we are currently developing our own website and hope to have this on line by 2018. Presently we include information on Cambo School website which parents are able to access at: www.camboschool.net

Safety at Cambo Wraparound

Your child's safety is of utmost importance to us, we have policies and procedures in place to safeguard all of the children in our care. Daily Risk Assessments are carried out to ensure the safety of your child at all times.

Children are taught from the onset not to wander out from the hall into school unless they need to go to the toilet. They are taught always to ask an adult before they leave the hall. This applies to outdoor play where children are always accompanied by an adult outside on the yard and field, if using the pre-school garden the green door is left open on the hook with an adult outside to allow free flow play if they wish.

Government Staff ratios are always adhered to.

We only use toys and equipment bearing the appropriate standard marks and suitable for the age and ability of the children. Toys, games and equipment are checked regularly, any that are damaged are removed until they have been repaired or disposed of if irreparable.

Health and Safety

All school and Afterschool staff are trained in first aid (Child Paediatrics included).

If your child takes ill during the session we will reassure your child and make them comfortable. If we feel that your child needs to be taken home from the facility we will contact you using the emergency contacts list [given on your child's admission form]. Should it be necessary to take your child to hospital, you [or the emergency contact] will be informed of their condition and where they are being taken.

If the emergency portion of the form is signed [admissions form] for emergency procedures then a member of staff will give permission to medical staff to carry out any medical procedures, but only if waiting for your arrival will put your child at risk.

Visitors

Visitors area asked to sign the visitors register, they are accompanied by a member of staff to and from The Club and at all times whilst in the room with the children.

Afterschool Visits

Although we do not regularly go out of the school on visits and outings due to financial restrictions, we do have the relevant policies, procedures and risk assessments in place for when these occasions do occur.

Finance

We have a small budget, but are very resourceful with materials and equipment to ensure the children benefit from enjoyable and fun experiences.

Registering your Child into Afterschool

All children who attend the Afterschool need to be registered with the setting. When you register you will be asked to fill in the required forms which will include information such as child's name, address, medical history, dietary requirements and cultural beliefs. The information you give us on these forms ensures your child gets the best possible care whilst in our setting. All information and records held by Cambo Afterschool are protected and kept in a locked filing cabinet; this information is strictly confidential under the Data Protection Act (1998). Please see Johanne to obtain the relevant forms or you can download from the school website.



Booking in Procedures for Afterschool

If you would like your child booked into Afterschool this can be done via: [Wraparound Mobile number: 07887 409641](tel:07887409641)

[Booking-in by Contacting the Wraparound Mobile via Text Message/Voice Mail: 07887 409641](tel:07887409641)

Text/voice messages will be checked at specific times each day, approximately 8.30 am, 1.00 pm and 3.00 pm. However technology can sometimes be very temperamental! **Please ensure that you receive a response via text from a member of staff confirming your child is booked in. If you DO NOT receive confirmation, this will mean we have NOT received your booking and your child is NOT booked into Afterschool. If this occurs, please contact the Wraparound mobile again!**

[Booking-in by Emailing the Wraparound Email Address: cambowraparound@hotmail.co.uk](mailto:cambowraparound@hotmail.co.uk)

Emails will be checked at specific times each day, approximately 8.30 am, 1.00 pm and 3.00 pm. However, once again, technology can sometimes be very temperamental! **If you DO NOT receive a reply to you message confirming your child is booked in this will mean we have NOT received your booking and your child is NOT booked into Afterschool. If this occurs, please email again (if sufficient time) or use an alternative method to book your child into the facility.**

For the above bookings we will initial the staff member dealing with the booking and record the method of communication used beside your child's name in the booking-in file for future reference. (New procedure from January 2012).

The School Office does **not** take Afterschool bookings unless it's an emergency. You should, in the first instance, **always** contact the Wraparound mobile.

It's the parents' responsibility to ensure that their child's name is entered onto the Afterschool register.

Occasionally children may think they are in Afterschool and can become quite upset when staff have not been contacted by parents. Please note: if for any reason we are unsure as to whether your child is booked in or not, Afterschool staff will ring parents for confirmation. Afterschool staff will ensure your child's safety and well being until parents are contacted.

Collecting your Child from Afterschool

Parents are asked to access Afterschool from the Pre-school entrance; you must ensure you have collected your child by 6.00 pm Monday to Thursday and 5.30 pm on a Friday - at the very latest.

All children must be signed out of Afterschool by one of the people authorised to do so on the registration forms. It's the responsibility of the person collecting the child to insert the time of collection for billing purposes. Please see the Afterschool Policies for more information (copies of which can be found on the Afterschool notice board in the school hall).

[Fees and Payments for Afterschool Attendances](#)

Afterschool fees are as follows:

- First child rate £3 per hour.
- 2nd or 3rd child £1.50 per hour per session.
- Cambo Café, Movie Night, baking, sport activities with an external trainer etc will incur an additional charge of £3 per child, plus the usual Afterschool rates.

Our fees are very competitive to enable as many parents as possible to use our service. If it comes necessary to alter the fee parents will be informed in writing, before any changes are implemented.

All attendances are billed at the end of each month. The bill will be sent home in your child's school bag. When making a payment could you put it in an envelope marked "**Afterschool Payment**" and leave it in the school office.

[Working Together for your Children](#)

In Cambo Wraparound Afterschool Club we maintain the ratio of adults to children in the setting that is set through the Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios. This helps us to:

- Give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The staff who work at our setting are:

Johanne Hodgson, Wraparound Manager. Johanne currently works in Afterschool on a Tuesday and Thursday. Johanne joined the team in January 2013 and took over as Manager in September 2013. She holds a Level 3 Diploma in Children & Young People's Workforce – Early Learning & Childcare qualification and is currently working towards her Level 4. Johanne brings a wealth of experience from her roles in the National Trust and the NHS which she will bring to bear on the management of the service.

Sharon Birdsall, Wraparound Deputy/Leader. Sharon currently works in Afterschool on a Tuesday and Wednesday. Sharon gained her Level 3 in Pre-school Practice in 2008.

Jayne Wright, Wraparound Deputy/Leader. Jayne currently works in Afterschool on a Wednesday. Jayne gained her Level 3 in Pre-school Practice in 2008.

Shona Price, Trainee Wraparound Assistant. Shona currently works in Afterschool on a Monday. She is working towards her Level 3 Diploma in Early Years.

Carol Flatman, Wraparound Assistant. Carol currently works in Afterschool on a Monday and Wednesday. Carol has over 10 years experience working in Cambo First School.

All staff who work within Cambo Afterschool regularly attend training in Safeguarding Children, (every three years), and to this part, we have a comprehensive Safeguarding Children Policy, a copy of which can be found in the Wraparound Policies and Procedures file on the filing cabinet in the school hall and can also be viewed on our website: www.cambo-preschool.com. All staff are First Aid trained.

All our staff bring their individual talents to the setting and have a wealth of knowledge and experience working with children. We are proud to offer such a fantastic service to families, and strive to make your child happy and secure in Afterschool.

Complaints

A copy of our Complaints Procedure is contained in our Policies File; please speak to Johanne if you would like to see any of our policies or procedures.

If you have a complaint or concern about any issue of Afterschool, please speak to Johanne or any member of Cambo Wraparound Committee (Caroline Dower, Nanette Robson or Claire Cowie).

Our regulatory body Ofsted can always be contacted directly if you are not satisfied with how your complaint is dealt with by ringing the telephone number below, alternatively their contact details are always on the Wraparound notice board. **OFSTED – Telephone 0300 123 1231**

The Management of our Setting

A parent management committee are members elected by the parents of the children who attend the setting.

The elections take place at our Annual General Meeting.

The committee is responsible for:

- Managing the finances.
- Employing and managing staff.
- Ensuring policies and procedures are up to date and providing a high quality service.
- Ensuring the setting works in partnership with the children's parents.

The Annual general meeting is open to all parents who attend the setting. It is a shared forum for reviewing the year and shaping the year ahead.

In February 2009 the committee became a limited company by guarantee.

Copies of the memorandum and articles of Association are kept in the school office and is available on request (please note the file must not be removed from the school premises).

We hope that your child enjoys being a member of our Afterschool Club and that they find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions or if you have any interests that you would like to share with us e.g. cookery knitting woodwork!!! We really value your input.



Other extended services operating on Cambo First School site:

Breakfast Club

The school operates a breakfast club on weekdays from 8 am until 9.00 am. This facility is run by Mrs. Cummings and Mrs. Flatman. The cost for this is £2 per child. You don't have to book your child in for Breakfast club, unless it is a themed breakfast, these breakfasts will be advertised in advance.

Holiday Club

We operate a holiday club for 10 days in the summer holidays Monday to Friday. 9.00 am to 4.00 pm. A variety of activities are offered including sports, cooking and crafts. Booking for this facility is carried out in May/June of each year. Current cost: £18 per day £9 per half day (cost may be subject to change).

Stay & Play

Stay & Play runs every Tuesday, term time only, 1.30 pm to 3.00 pm from Cambo First School Hall. It welcomes children and families from birth upwards and offers a friendly and stimulating environment for you and your child. It is run by Johanne Hodgson, Ailsa Forsyth and Sharon Birdsall.

If you would like more details please call us on the Wraparound mobile number. [07887409641](tel:07887409641) or email us at cambowraparound@hotmail.co.uk