



**Parish Rooms**

**All Saints Lane**

**Clevedon**

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**Ofsted Registered: EY488301**

## NEW PARENT GUIDE

### Who we are:

Welcome to The Den Before and After School club! We hope that you find all you need to know within this booklet but if we have missed anything please do not hesitate to chat to a member of staff or contact Anna Griffin.

The Den before and after school club started in July 2015 and operates as an independent club close to All Saints Primary School, Clevedon. In June 2017 we were awarded an Ofsted 'Outstanding' rating – something we are very proud of and ensure we maintain those high standards.

### What we do:

Here at The Den we believe that children learn best through play, we therefore have a great deal of free-flow play in which the children are able to make independent choices about activities that they are interested in. We plan for children's learning through their interests; assessing their wellbeing, involvement and schematic play. We take a holistic approach to both development and learning where all children are valued.

We also provide regular opportunities for exploring the local environment such as to the woods; a truly enriched learning experience. All our staff are well qualified, undertake training and update knowledge in line with Ofsted and government requirements. Our website provides you with up to date information of what is happening at The Den including lots of current photos of activities your child is enjoying. Keep logging on to enjoy their experience!

[www.thedenclevedon.co.uk](http://www.thedenclevedon.co.uk)

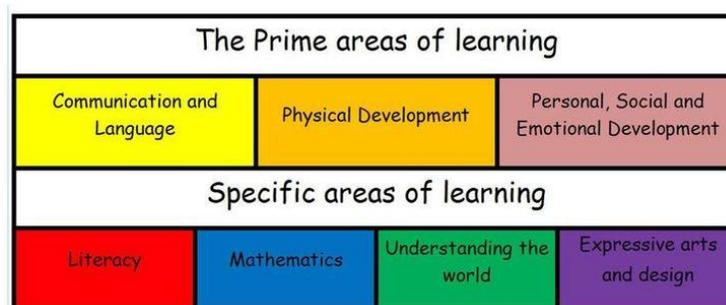
In addition to our website, regular newsletters will be sent to your email address and posted on the notice board, providing you with a chance to see what we've been up to! We have also recently started using 'Class Dojo'. It is a rewards based platform where we can inform you of the daily achievements of your child- including sending you photos of them! Keep an eye out for the registration email.

We follow the principles outlined in the current Early Years Foundation Stage Guidance, and provide a rich variety of resources both indoors and outdoors. We apply the overarching principles that:

- 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; and
- **children develop and learn in different ways and at different rates**. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

As part of our ongoing commitment to the Early year framework we ensure that children access the seven areas of learning:

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



In planning and guiding children's activities, we reflect on the different ways that children learn and reflect these in their practice. Three characteristics of effective teaching and learning are:

- **playing and exploring** - children investigate and experience things, and 'have a go';
- **active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and
- **creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

## **Who is at The Den?**

All staff at The Den are qualified to care for children with various awards from Qualified Teacher Status to Level 2 Teaching and Learning to those with vast experience in childcare. Our staff come highly recommended to us!

Every member of staff holds a current and clear DBS, Paediatric First Aid qualification, Food Hygiene accreditation, Safeguarding and Child Protection training.

### **Your Staff:**

**Anna Griffin:** Owner and Manager –  
BSc in Physical Education with Education and QTS

**Nicole Mason:** Deputy Playleader –  
Level 3 Childcare

**Helen Vowles:**  
Level 2 Teaching and Learning

**Christina Martin:**  
Level 3 Teaching and Learning

**Jackie Stanfield:**  
Level 3 – NNEB

**Rachel Attride**  
Level 3 - NNEB

### **Key Workers**

Each child at the Den is given a “key worker“. In the first instance they help to settle your child into before and after school club then record and discuss their progress and assess your child’s needs.

Your child’s records are kept in the strictest of confidence and parents may gain access to them at any time, please feel free to talk to your child’s key worker about this at any time.

We have an excellent relationship with All Saints Primary School and ensure the transition to and from school each day is smooth and coordinated. However information that you need to pass on to the school or to us must be provided directly. Please do not ask either setting to pass information on.

### **Key Points**

Please ensure that you have read the policies that accompany this booklet, there is a full copy of ALL policies on the notice board or download a copy from our website

[www.thedenlevedon.co.uk/policies/4588784024](http://www.thedenlevedon.co.uk/policies/4588784024)

### **Mobile phones and taking photographs:**

The use of personal mobile phones at The Den is not permitted. Before and after school club has a mobile phone on site that can be used if required. Under no circumstance is it appropriate for staff or parents to take photographs of children for their personal use even if it is only of your own child. These measures are in place to protect all children.

### **Bills and communications:**

Our favoured method of communication with you is via email, Class Dojo or Cheqdin – our new registration platform. Please inform a member of staff if you would rather a paper option. A regular newsletter on email, The Den website and a noticeboard in The Millennium Room should keep you up to date with any events and important information. Fees information will be emailed to you using a platform called 'Invoicely'. Payment can be made via cheque, bank transfer or via a variety of voucher schemes as indicated on your invoice.

Childcare vouchers are accepted. Please ask about how to sign up for this with Anna Griffin.

### **Property:**

Children will have a peg or box to put their belongings on. Please ensure all are labelled. There is a small collection of spare clothes at The Den we welcome 'spare clothes'.

### **Food and Drink:**

In the mornings children will have a choice of toast, cereals and fruit. In the afternoons children will have a snack during the session – **it is vital that parents disclose any allergy information as per you child's registration form.** Water will be available throughout the session. Children will take responsibility for preparing for eating, food and clearing away.

### **Pick Up and Collection:**

Children can be dropped off and collected at any point during the session. At times you may find we are enjoying outdoor play on the Glebe field. We will always leave a note on the Parish Room door to let you know. Please collect your child promptly at the end of a session as children sometimes get upset if left too long! If your child is being picked up by another adult please inform staff and remember they will be asked for your family password.

Often the Parish Rooms are used by other groups. It is our joint policy to ensure the external door is locked at all times. Please adhere to this security measure. Please do not open the door for other parents. All visitors, including parents **MUST** be let in by a member of staff.

If you visit The Den other than collecting your child you will be asked to sign in and out as a visitor.

### **Dropping children off at school.**

All children will be escorted across All Saints Lane at the same time. Staff will escort the children to the infant gate entrance via All Saints Lane where they will enter at 8.45am.

If needed, Den Staff will impart any information during this time to the school representative on duty that will have an impact on the school day: e.g. if the child has not eaten a full breakfast.

### **Collection of pupils from school.**

Under no circumstances should pupils be allowed to cross over to The Den without a member of Den staff escorting them. The Den staff will be at the school site in plenty of time to collect pupils and at 3.05pm at the latest.

Two members of staff are present in the infant playground to receive the children and a register is taken. The walking line will be used to transport infant children safely to The Den.

When all pupils who are on the register are present, and when it is safe to cross the road (after the bulk of parents have left the school site), pupils should line up and cross with instruction from staff.

### **Uncollected child:**

In the event that a child is not collected by an authorised adult at the end of the session, the before and after school club puts into practice agreed procedures.

### **Outdoor play:**

Here at The Den we still like to play out whatever the weather so please ensure that your child is suitably dressed. For rain, a good waterproof and wellies (we do have a selection available to borrow too!). As the weather gets colder hats, gloves and scarves are all essentials and when we are blessed with good weather, sun hats and sun cream.

### **Poorly children:**

Please use common sense when considering if your child is fit for action at The Den. If your child is poorly, particularly with illnesses such as sickness, diarrhea or childhood infectious diseases (i.e. chicken pox), please keep them at home until they are well again and clear of infection as outlined by your doctor.

### **Administering medicines:**

While it is not our policy to care for sick children, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from illness. There is a detailed policy regarding this that should be referred to if this situation should occur.

### **Safeguarding children and child protection:**

The Den will work with children, parents and the community to ensure the rights and the safety of children and to give them the very best start in life. Our safe guarding policy is based on the key commitments from the Local Children's Safe Guarding Board and EYFS statutory guidance. There is a detailed policy regarding this that should be referred to if this situation should occur.

### **Passwords**

The Den operate a password system so that in the event that your child needs to be collected by someone we do not recognise we can be assured they are appropriate. Please ensure ALL people that collect your child/ren know your password.

### **Complaints' Procedure:**

We welcome suggestions on how to improve our before and after school club and will give prompt and serious attention to any concerns about the running of it. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. These are outlined in the full policy document. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all parties involved.

