



## Policies and Procedures



We have a number of policies that are in place to keep children, staff and visitors safe. Please see the notice board. If you would like a copy please ask Chelsea.

### Policies

Admissions Policy  
 Anti – Bullying Policy  
 Arrival & Collection of Children Policy  
 Behaviour Policy  
 Child Induction Policy  
 Child Protection Policy  
 Children’s Participation Policy  
 Confidentiality Policy  
 Equal Opportunities Policy  
 General Data Protection Regulation (GDPR) Policy  
 Health Care Policy  
 Health, Hygiene & Medical Care Policy  
 Health Eating Policy  
 Health & Safety  
 Media Policy  
 Medication Policy  
 Missing Child Procedure  
 No Smoking Policy  
 Play Policy  
 Special Needs Policy  
 Sun Care Policy  
 Taxi/ Vehicle / Transport Policy  
 Working in Partnership with Parents/ Carers

### Procedures

Child Protection Procedure  
 Complaints Procedure  
 Emergency Evacuation and Fire Drill Procedure  
 Food Preparation Procedure  
 Health, Safety & Hygiene Procedure  
 How to Act in an Emergency Procedure  
 Missing Child Procedure  
 Reverse Emergency Procedure  
 Risk Assessment Procedure  
 Non Payment of Fees  
 Volunteer Code of Practice Procedure

Updated in October 2019

To be reviewed in October 2021



# The Acorns

# Before & After

# School Club



## Information Leaflet for

## Parents & Guardians



### Snacks

Acorns provide the children with a snack as they arrive for the afternoon session, they have a choice of fruit, milk or water and a cracker. The children sit down together in the canteen to eat their snack while having a chat with friends. We also provide a snack at 5:00pm, the children sit down together at a table to eat. We encourage good table manners. You will not be additionally for this.

Here are some examples of the snacks we provide at 5pm-

- Beans on Toast
- Spaghetti Hoops on Toast
- Crumpets with Jam
- Spaghetti Bolognese with Bread
- Cheese on Toast



Each evening there is a selection of fresh fruit and salad, we encourage the children to be fair and think of others when eating.

Snack menus are changed throughout the year.

### Polite Reminder

This is only a snack for the children. This snack should not be instead of a meal at home.

Acorns – 07704915645

Acorns & Owls – AcornsandOwls1@gmail.com

Please Ring or Text to Contact Acorns

Chelsea Artell—Overall Person in Charge of Acorns & Owls

Opening Times: 8:00am—8:50am, 15:20pm—18:00pm

**The Acorns Before & After School Club is Registered for up to 56 children in after school sessions. We are all in the classroom for the morning session. We are based in the main building in the 'Acorns' classroom.**

Acorns is inspected by the CIW, an inspection report is available for you to view on the notice board. If you would like a copy please ask Chelsea. Our last inspection was on the 29th April 2019.

## Acorns Staff and Roles

Chelsea Artell - Overall Person of Charge of Acorns & Owls  
Christine Mooney— Assistant Coordinator  
Julie Wilkins—Play Worker  
Anne Avery —Play Worker  
Some staff members also work in Owls (Infants Site)



## Child Care & Parent Contracts

Before your child/ren attends Acorns we require a Childcare & Parent Contracts to be filled in and returned, this provides us with vital information such as contact numbers, dietary requirements and medical needs. There is an additional space to provide your child's likes and dislikes, this helps us to get to know your child and plan activities that we engage your child.

## Statement of Purpose

There is a copy of our 'Statement of Purpose' on our notice board. If you would like a copy please ask Chelsea.

## Acorns Areas

We have a large classroom which are based, a wet area for craft activities, the hall for indoor sports, canteen for snack, games, pool and role play area we also have access to both school yards and the field when the weather is nice.



## Cancellations

Please inform Acorns staff as soon as possible when cancelling a place. Its important as we need to know for our staff to child ratios. There will be a charge of £3.30 (first hour charge) if you have not cancelled your child's place 24 hours in advance.

## Inspections

We are inspected by the CIW, an inspection report is available for you to view on the notice board. If you would like a copy please ask Chelsea. Our last inspection was on the 29th April 2019.



## Medical Information

If your child has any medical conditions such as an allergy or any dietary information, this needs to be stated on childcare contracts.

## First Aid

Acorns staff hold first aid certificates and are trained. When an accident or incident happens during Acorns, a form will be filled in by a member of staff. The form includes brief details, any injury and action taken by the member of staff. The form is filled in as soon as it happens a, when you arrive to pick up your child you will be informed and asked to sign the form.



## Quality of Care Report

The Quality of Care Report is done by Chelsea every 12 months. Evidence such as photos, questionnaires and posters will be collected over the 12 months previously. We like to include feedback from Parents/ guardians, children and staff. When the Report is finished it will be displayed on the notice board it or have a copy. Please ask Chelsea.



## Activities and Games

We provide activities such as snooker, football, tennis, cricket, role play area, TV, play stations, Wii, magnetix, k'nex, lego large selection of board games, colouring, drawing, whiteboard, computer and much more. We encourage the children to take part in different activities. We have a 15-minute time limit on the all-electronic equipment.



## Themed Afternoon Sessions

In Acorns we have themed nights, we take ideas from the children and staff. We then create an event night they can include food tasting, crafts, board game night and activities. A few themes are Films, Easter, Around the World, Chinese New Year, Christmas and The Beach.

## Craft Sessions

In Acorns we offer a selection of craft activities for the children to take part, craft is taken by a different member of staff each afternoon session. Each week we have a different theme for craft.



## Acorns Fees — September 2020

Morning Session	1st Child	2nd Child
8:00—8:55 am	£2.90	£2.15
8:20—8:55 am	£1.45	£1.20
Afternoon Session		
Until 4:00 pm	£1.65	£1.20
4:30 pm	£3.30	£2.40
5:00 pm	£4.95	£3.60
5:30 pm	£6.60	£4.80
6:00 pm	£8.25	£6.00

The sibling discount is also between the Acorns and Owls.  
The first child is the oldest child in Acorns.

## Payments

We have a number of ways payments can be made to Acorns- Cheques, BACS Transfers, Childcare Vouchers and Cash. Please email or text when a payment has been made. Please make cheques payable to 'The Acorns Club'.

## Bills & Invoices

Bills are given every four weeks and at the end of each term. Bills for siblings attending Acorns and Owls will be sent together.  
Bills will be sent via email, please email AcornsandOwls1@gmail.com.

## Working in partnership with Parents and Guardians

We welcome Parent and /guardian involvement. Please speak to Chelsea with any ideas.

## Tax Credits Information

The Acorns Club are inspected by CIW  
The Acorns Before & After School Club,  
Ysgol Mynydd Isa, (Junior Site)  
Chambers Lane,  
Mynydd Isa,  
Nr Mold,  
Flintshire,  
CH7 6SJ.

CIW North Wales Region,  
Government Buildings,  
Sarn Mynach,  
Llandudno Junction  
LL31 9RZ

Date of Registration: 1st April 2002

CIW Registration Number :- W03000129/1