



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 March 2020

To be reviewed in March 2022

Snacks

Owls 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 or breadstick. 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.



The Owls



Before & After School Club

Information Leaflet for

Parents & Guardians



Owls – 07521049594

Acorns & Owls – AcornsandOwls1@gmail.com

Please Ring or Text to Contact Owls

Chelsea Artell—Overall Person in Charge of Acorns & Owls

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

Owls closes at 5:30 pm on Fridays.

The Owl Before & After School Club is Registered for up to 56 children in after school sessions. We are based in the school hall, with an adjoining wet area for both morning and afternoon sessions.

Owls 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 27th June 2019.

Owls Staff and Roles

Chelsea Artell - Overall Person In Charge of Acorns & Owls

Elaine McCulloch— Supervisor

Nicola Bastock – Play Worker

Anne Marie Stewart—Play Worker

Clare Formby—Supply Play Worker

Dawn Keighley—Play Worker

Bryony Williams—Play Worker



Child Care & Parent Contracts

Before your child/rem 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.

Morning Sessions

Please drop off children no later than 8.40am for the morning session. Children are getting ready to go into school at 8.45am.

Owls Areas

We have use of the school hall, a wet area for craft activities, the hall for indoor sports and activities, games, pool and role play area we also use the school yards outside and the fields.



Cancellations

Please inform Owls 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



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

Owls staff hold first aid certificates and are trained. When an accident or incident happens during Owls, 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 football, dressing up, TV, play stations, k'nex, lego large selection of board games, colouring, drawing, dolls, tablets and much more. We encourage the children to take part in different activities. We have a time limit on the all-electronic equipment.

Themed Afternoon Sessions

In Owls we have planned activities / sessions, we take ideas from the children and staff. We then plan the sessions such as food tasting, crafts, Easter Egg Hunts and activities.

Craft Sessions

In Owls 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.



Owls Fees — September 2020

	1st Child	2nd Child
Morning Session		
8:00—8:55 am	£2.90	£2.15
8:20—8:55 am	£1.45	£1.20
Afternoon Session		
Until 3:30 pm	£1.65	£1.20
4:00 pm	£3.30	£2.40
4:30 pm	£4.95	£3.60
5:00 pm	£6.60	£4.80
5:30 pm	£8.25	£6.00
6:00 pm	£9.90	£7.20

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

Owls closes at 5:30 pm on Fridays.

Payments

We have a number of ways payments can be made to Owls 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 & 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 Owls Club are inspected by CIW
The Ows Before & After School Club,
Ysgol Mynydd Isa, (Infants Site)
Wats Dyke Avenue,
Mynydd Isa,
Nr Mold,
Flintshire,
CH7 6UL

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

Date of Registration: 1st April 2002

CIW Registration Number :- W030000302/2