



Borrass Park
Full Day Care Provision
Promoting Awe and Wonder in Childhood

Family Information

Borrass Park Full Day Care Provision, Borrass Park Road, Wrexham, LL12 7TH
01978 346890 Option 3

Borrassfulldaycare5@hwbcymru.net

<https://borrassparkdaycare.ipalbookings.com>

Registered Charity Number: 1179617

Welcome to Borrass Park Full Day Care Provision. We understand this is all new to you, and to your child, so we thought it would be helpful to explain the procedure.

Borrass Park Full Day Care Provision is a registered charity run by a Committee of Trustees and is based in a purpose-built building attached to Borrass Park Community Primary school.

Borrass Park Full Day Care Provision provides a 'wrap around' service for families who would like additional childcare facilities for their child outside of their normal hours of education. Families use this service if they are working and need childcare after the normal school hours or if their child attends Nursery Education in the school building for part of the day (12.5 hours per week). Previously this may have been provided by your private Nursery or a Childminder.

Borrass Park Full Day Care Provision is staffed separately from the school, and although some members of staff do work in both settings they are paid separately by the charity.

The Trustee Committee is a voluntary group with a nominated Responsible Individual who oversees the provision on behalf of the charity. Trustees are displayed on the notice boards in the setting.

The Manager runs the setting alongside the Deputy Manager on a day-to-day basis.

We are registered for 71 children from the ages of 2 to 11 years old. The number of places in our service is limited by CIW regulations governing adult: child ratios and by the terms of the registration of the service.

Mission statement

To promote awe and wonder in childhood and to develop a service which provides opportunities and experiences that allow children to develop creatively, socially, intellectually, physically and emotionally.

Aims and goals

Our primary goal is to ensure that we provide the highest quality childcare which is both accessible and affordable. In our setting, we pay attention to detail in everything we do, underpinned by our broad knowledge and experience and our quality planning.

We want your child to leave our setting with confidence and skills to help them meet the challenges that lie ahead in school and beyond. We believe this is a joint effort between ourselves and you, as families and we promote the right environment for this partnership to succeed.

Special features

One of the most notable features of our setting is our 'wraparound' facility. We offer a full wraparound service to families during term time for Early Education (3yr olds) and Nursery Plus (A.M and P.M sessions) (3-4 yr olds). We also have an After School Club (3-11 yrs) during term time and Holiday Club (3-11yrs) during the school holidays. We also offer Flying Start if you are eligible, and Playgroup for half day or full day sessions for children aged 2-3 years during term time.

We have a highly qualified team with all of our staff holding (or working towards) a Diploma in Childcare, Learning and Development (CCLD) to a minimum of Level 2, with many progressing onto Levels 3, 4 or 5.

The main language in our settings is English although we celebrate our Welsh culture and embrace other multi-cultural activities.

We help support children and provide advice to families with toilet training.

We provide healthy and nutritious snacks following the Tiny Tums guidelines and Welsh Government Best Practice guidelines. Children attending Nursery Plus wraparound care will have snack included in their daily fees.

The children are offered milk or water with every snack and they have access to water throughout the day. If children have any allergies we will accommodate them.

Setting organisation

Nursery Plus only accepts children who are registered to attend the school's Early Years classes or Early Education.

Families must complete a registration form before a child can be accepted into the service. It is the responsibility of the parent/guardian to ensure that the services are informed immediately of a new contact number and/or change of address.

Children who attend Nursery Plus will be taken through to the setting or to their class every day by a member of staff.

Children must be collected from the other services by their parent/guardian or other named persons on the registration form. Children will not be allowed to leave with older siblings unless specific permission has been given and written consent obtained.

Nursery Plus and Playgroup

Our Nursery Plus sessions operate in our purpose-built full day care facility based on the school site. We are open from 8am to 3pm offering wraparound childcare for either morning or afternoon Nursery children for the opposite half of the day.

If children are attending a morning Nursery session in school, they will be picked up from their class by our full day care staff and taken to Nursery Plus for their lunch after the morning session in school. They can then be collected from the Nursery Plus building at 3pm or alternatively from After School Club if your child needs to stay beyond the end of the session.

We aim to use the forest school at least once a week. Outside play is always encouraged and the outdoor areas are accessible for free flow activities throughout the year.

Children who attend Nursery Plus or Playgroup Plus will need to provide their own lunch, either a packed lunch from home or they can purchase a school dinner at a cost of £2.40 per day during term time.

PAYMENTS MUST BE MADE IN ADVANCE FOR SCHOOL DINNERS USING THE PARENTPAY ONLINE SERVICE. THIS IS ORGANISED THROUGH WREXHAM COUNTY BOROUGH COUNCIL.

Early Education

Early Education sessions commence in January subject to families completing an application form via Wrexham County Borough Council website:

https://www.wrexham.gov.uk/english/education/admissions_index.htm and having their place confirmed by the Local Authority in November. Early Education is statutory Education for 3-year-olds and provides a starting point to the child's learning journey. Early Education is focused on play based experiences which develop skills following the Curriculum for Wales Framework.

Early Education is available for two terms for children who have their third birthday between September 1st and December 31st, and one term for those children who have their birthday between January 1st and March 31st. Children who have their birthday on or after April 1st may have the opportunity to attend Playgroup until they access their education entitlement in the school Nursery class, in September of the Autumn term after their 3rd birthday.

Early Education children have qualified teacher input during the Spring and Summer term and they are inspected by both ESTYN and CIW. Sessions run daily from 9am to 11am. There are two intakes, one in January and the second after Easter.

We offer a breakfast club for Early Education children which is separate from the school breakfast club. This is subject to demand and is available at an extra cost of £3.00 per session. The breakfast club opens for Early Education children from 8am and will close doors at 8.45am in readiness for the morning session.

After School Club

The After School Club can cater for up to 71 children per day.

After School Club runs from 3pm to 6pm and is available for children aged 3-11 years of age.

Bookings must be made in advance via our online booking system, iPAL and can be made up until 2pm on the required day if space is available.

Children who are also attending any extracurricular club after school will be brought through to After School Club.

Payments for cancelled After School Club sessions are refundable if 7 days' notice is given.

After School Club provides a drink and a variety of healthy snacks.

Holiday Club

Holiday club must also be booked via iPAL.

Holiday Club is open from 8am to 6pm, Monday-Friday (excluding Bank Holidays and the Christmas Holidays). We offer full day and half day sessions for children aged 3-11 years of age.

Holiday club is run in a relaxed environment with lots of fun and activities.

Children who are attending the morning or full day sessions will need to bring their own packed lunch from home. We are not able to offer a school dinner during the holidays.

Children who attend between 8am and 8.30am will be offered cereal and a drink; we then offer a snack in the morning and snack in the afternoon for the children.

Payments for cancelled Holiday Club sessions are refundable if 7 days' notice is given.

Drinking water is offered every day throughout the year for all children in all areas of the provision.

Opening times and costs

Session	Days	Times	Cost
Breakfast Club Age 2-3	Monday – Friday (term time only)	8.00am to 8.45am	£3.00 per session
Nursery Plus Age 3-4	Monday – Friday (term time only)	9.00am to 12.30pm or 11.30am to 3.00pm	£20.00 per session
Early Education Age 3	Monday – Friday (term time only)	9.00am to 11.00am	Funded
Early Education Plus Age 3	Monday – Friday (term time only)	11.00am to 3.00pm	£20.00 per session
Flying Start Age 2-3	Monday – Friday (term time only)	9.00am to 11.30am	Funded
Flying Start Plus Age 2-3	Monday- Friday (term time only)	11:30am to 3.00pm	£20.00 per session
Playgroup Age 2-3	Monday- Friday (term time only)	9.00am to 3.00pm	£35.00 per day
After School Club Ages 3-11	Monday- Friday (term time only)	3.00pm-6.00pm	3-4pm= £7.00 3-5pm = £9.00 3-6pm=£10.50
Holiday Club Ages 3-11	Monday – Friday (during school holidays)	8.00am- 6.00pm	8am – 1pm £15.00 1pm - 6pm £15.00 8am - 6pm £30.00

All services close for bank holidays and staff training (INSET) days.

There is no Holiday Club during the Christmas holiday.

Methods of payment

Nursery Plus and Playgroup

Payments must be made in advance via our online booking system, iPAL. Payment can be made by childcare vouchers or places funded by the Welsh Government's Childcare Offer for Wales, if you are eligible to apply.

Payments for sessions not attended in Nursery Plus are non-refundable.

After School Club

After School Club bookings are made via our online booking system, iPAL, bookings will not be taken without a payment.

Payments for After School Club are refundable if 7 days' notice is given.

Holiday Club

Bookings can be made via our online booking system, iPAL, by selecting the 'Holiday Club' tab, no bookings will be taken without a payment.

Payments for Holiday Club are refundable if 7 days' notice is given.

Please let us know if you intend to use your Childcare Offer for Wales hours for specific holiday weeks so we can plan staff to meet the correct ratios. These weeks need to be booked in advance.

We are registered with various childcare voucher schemes. If your employer is a member of any of these schemes and you would like to pay by this method, please let us know. You will need to let your employer know as soon as possible so that they can make the necessary arrangements.

We are registered for the Welsh Government Childcare Offer for Wales where eligible families can access up to 30 hours of childcare per week which is funded by the Welsh Government. Parents can use this offer subject to successful application via Wrexham council website:

<https://www.wrexham.gov.uk/service/childcare/childcare-offer-wales>

<https://www.gov.wales/get-30-hours-childcare-3-and-4-year-olds/apply>

<https://www.gov.wales/childcare-offer-for-wales-campaign>

Please speak to the Manager/Deputy Manager if you need more information on this offer.

*****Please note: If you intend to take a holiday during term time, your child will not receive funding for those sessions through the Welsh Government Childcare Offer. Therefore, if you wish to secure your child's place for those sessions you will be billed in advance or risk forfeiting your child's place for the remainder of their time in the setting.**

N.B. One month's notice will be given prior to any price increases.

Staffing

All of our services have a core of permanent staff, all of whom hold first aid qualifications. All staff undergo a strict recruitment and induction process, incorporating thorough vetting of qualifications, experience, references, DBS checks and a probationary period in the setting, to observe how they interact and work with the children and other members of the team. All staff are trained in positive behaviour management.

<p style="text-align: center;">Responsible Individuals - Mr R Nicholson and Mrs N Bain-Foster Manager - Mrs N Bain-Foster Deputy Manager – Mrs C Davies (previously Miss C Crawford)</p>
<p>Mrs A Jones - EE Supervisor and Nursery Plus Practitioner/After School Club Playworker Miss L Salisbury (Miss Lily) - EE and Nursery Plus Practitioner/After School Club and Holiday Club Playworker Mrs J Meredith - Nursery Plus Supervisor and After School Club Playworker Mrs L Payne - Nursery Plus Practitioner/After School Club and Holiday Club Playworker Miss L Davies – Nursery Plus Practitioner/After School Club and Holiday Club Playworker Mrs T Rowlands - Nursery Plus Practitioner/After School Club and Holiday Club Playworker Mr J Brown - Nursery Plus Practitioner/After School Club and Holiday Club Playworker Miss K Moore - After School Club Supervisor and Holiday Club Playworker Mr R Edwards - After School Club Playworker Miss R Owen - Holiday Club Playworker</p>
<p>Miss R Duffy - Flying Start and Playgroup Supervisor/After School Club/Holiday Club Playworker Miss K Hegarty - Flying Start and Playgroup Practitioner Ms E Hughes (Miss Ellie) - Flying Start and Playgroup Practitioner and After School Club Playworker Miss A Hadley - Flying Start and Playgroup Practitioner and After School Club Playworker</p>

Our ratios

Our adult: child ratios are extremely important at all times. We always ensure that the correct ratios are adhered to at all times, and through most of the day we exceed these minimum ratios.

CIW minimum staff ratio

2-3 years- 1:4 staff to child ratio

3-7 years- 1:8 staff to child ratio

8-11 years 1:10 staff to child ratio

The Children’s Act 1989 requires that a least 50% of the staff must be qualified to care for children. We ensure that all of our full-time members of staff are qualified to a high standard.

We promote a culture of continuing professional development where staff develop their skills and upskill their qualifications. Staff attend courses in areas of development and as required by CIW and other regulatory bodies. All staff are first aid qualified, safeguarding trained, and hold a Food Safety Level 2 certificate.

Illness

We ask that you do not send your child to the setting if they are sick. If we have to contact you because your child is unwell, we ask that you respond immediately. We operate a 48-hour exclusion policy if your child has diarrhoea or sickness, as recommended by the Environmental Health Department. If your child has an infectious disease e.g. chickenpox, they need to be completely free of infection before they return. We will accept advice from doctors or NHS Direct and we follow guidance on exclusion periods from Public Health Wales.

Please remember if a child returns to the setting before they are fully fit, they may infect other children or catch another infection because their immunity is low.

If your child is prescribed anti-biotics and is well enough to return to the setting before the dose is completed, we will administer this on your behalf, subject to you signing the medication consent form.

It is important that staff in any of our settings are informed if a child has been in contact with an infectious disease. **Only medicines prescribed by a doctor will be given in any of our services.** A form **MUST** be obtained from the office and completed by you before any medicines are given.

A list of communicable diseases and their incubation period is available via the website or from the main office.

If your child is asthmatic and uses an inhaler, then we will need a spare one, which is clearly labelled with your child's name to be kept at the setting.

We really do ask for your co-operation with illnesses and hope that you understand our position on this.

Accidents

If your child has an accident whilst at our setting, we will tell you what happened and what action was taken. You will be emailed the accident form and will be required to sign it electronically.

If the accident is of a serious nature, you will be contacted immediately by phone. If your child has an accident at home, we advise you to tell us so that we are aware. You will be asked to sign an incident form to confirm where the injury occurred. Under the Child Protection Procedures, if a significant injury is noticed, then we have a duty to inform the Child Protection Officer. They will then instruct us how the injury is investigated. At all times we put the welfare of the child as our primary concern. We hope that you understand our position on this.

Parent partnership

We have an open-door policy here at Borrass Full Day Care Provision.

If you would like to discuss your child's progress with the Manager/Deputy Manager or members of staff then please feel free to talk to us.

We have now developed a Seesaw account and regularly post photographs and messages on it to let you see what your children have been up to.

Please feel free to message the Manager/Deputy Manager on Seesaw if you have any questions or queries or call us on 01978 346890 (option 3).

Throughout the year we will send questionnaires out to families asking for feedback, ideas and comments.

If your child has misplaced any items of clothing or drinks bottles, please check our lost property box. This is situated in front of the reception area in Full Day Care, and the school also have a basket in their reception area. Items often get misplaced during movements from one area to another during your child's day and they may not always remember where it happened, as they are too busy having fun. Please label all your children's items as this makes it easier for us to return them.

Key policies

All policies are accessible via the website <https://www.borraspark-pri.wrexham.sch.uk/>

Admissions Policy

Nursery Plus only accepts children who are registered to attend the school's Early Years Unit, Early Education or Playgroup.

The After School Club is open to any child aged 3 - 11 years attending Borrass Park Community Primary School.

Holiday Club is open to children aged 3 - 11 who attend Borrass Park Community Primary School and also to children from outside the area.

Families must complete an online registration form before a child can be accepted into any of the services. It is the responsibility of the parent/guardian to ensure that the services are informed immediately of a new contact number and/or change of address. For further information, please see our Admissions policy.

Additional Learning Needs

The Additional Learning Needs policy embodies the principle of inclusive opportunity and education for all children. Children with Additional Learning Needs are defined as those children who may need specific support or a differentiated approach at some stage in order for them to achieve success. This also includes those who are designated as gifted children.

Borras Park Full Day Care Provision strives to provide a broad and balanced curriculum for all children irrespective of their protected characteristics. We are committed to the prevention of discriminatory practices, which we address through a number of inter-related policies including the Additional Learning Needs policy, the Anti-bullying policy, the Assisted Places policy, the Inclusion policy and the Accessibility plan. All Full Day Care Provision policies reflect the relevant school policies.

We hope that your child will be very happy in our services and we have an open-door policy if you wish to discuss anything with us.

For further information, please see our Additional Learning Needs policy.

Behaviour policy

Behaviour Management Policy

A copy of the Behaviour Management Policy is available from our office and on the school website. We operate a positive approach to behaviour and reinforce positive behaviour, whilst maintaining a calm, firm but fair approach

Good behaviour will always be encouraged, recognised and praised. Parents/guardians will be informed of serious incidents. Parents/guardians are expected to co-operate in encouraging good behaviour. Persistent challenging behaviour will be discussed with parents/guardians, and different strategies will be put in place to address the challenging behaviours. We will work with families to overcome challenges but if no improvement is made, this may ultimately result in the eventual exclusion of the child from the service.

Complaint procedure

A copy of our complaint procedure is available from our office and on the school website. A copy is included at the end of this brochure.

Health and Safety Policy

A copy of the Health and Safety policy is available from our office and on the school website. Fire drills are held termly and regular risk assessments are carried out.

Privacy Notice

As a setting we need to collect personal data about your child. We will use this data to provide appropriate care for your child and to contact you if needed. We will not use the data for marketing. If we need to collect information from you for any other purpose, we will notify you.

We also take photographs of your child during their time at our setting. These photographs will be used to document and celebrate their achievements. These may be published on our associated school website, Seesaw and Facebook accounts. A consent form on how our setting uses photographs is distributed to all service users. A copy of the setting's privacy policy is also shared with all service users via iPAL.

Full Day Care Complaint Procedure

Our Full Day Care Provision aims to provide a high quality, efficient and accessible service to families and children. We constantly strive to improve our service. However, if a parent or child feels they have a complaint towards some aspect of the provision or an individual member of staff, it is hoped that the concern can be resolved as soon as it occurs. If this is not possible, then the following procedure should be followed:

Informal Stage

Initially speak to the Manager/Deputy Manager. If you prefer to do this outside normal Full Day Care hours, please arrange a convenient time. The Manager/Deputy Manager will make every attempt to resolve the matter.

Stage One

If your complaint is still unresolved, please make it formally in writing, to the Manager/Deputy Manager, stating names, dates and full details.

Your complaint will be acknowledged and fully investigated by the Manager/Deputy Manager within 14 days. If there is any delay you will be advised of the reasons. Your complaint may be referred to the management committee in order to make further recommendations of action to be taken. You will be kept fully informed about what is happening and receive a full reply.

A copy of the response you receive will be copied to the staff members concerned along with the recommendations of action to be taken.

Stage Two

If the complaint is not resolved to the satisfaction of any party involved it will be referred to the Trustee Committee for further consideration.

Stage Three

If you feel that your complaint has not been dealt with satisfactorily, please contact:

Care Inspectorate Wales
Welsh Government office
Sarn Mynach
Llandudno Junction
LL31 9RZ
0300 7900 126
ciw@gov.wales