|  |
| --- |
| **MY-STS WONDERLAND DAYCARE POLICY** |

|  |  |
| --- | --- |
| Date Written | 2nd September 2024 |
| Review Date | 3rd March 2025 |

**AIM**

# My-STS Wonderland Daycare is a new setting with the purpose to serve in the best interest of the children and their parents/carers through the provision of a loving, warm, safe, fun, educating, and enabling childcare environment as we build community of friends and young champions.

The service is tailored to meet the entire childcare need of parents/carers looking for a safe and nurturing place to leave their children outside school hours while they work or attend to other needs. A provision that is available to all ages of children from 12 months old babies to 12 years old, giving a great opportunity to families with more than one child to put their children with siblings in the same settings as they continue to bond and learn through play, grow together and make more friends. a home-like place where children love to stay and don’t want to leave at the end of the day.

# The children will be looked after by experienced, warm, caring, friendly and energetic staff team who are all DBS checked, and with childcare qualifications including safeguarding children and paediatric first aid and with great childcare work experiences.

**Services**

At My-STS Wonderland Daycare, we aim to support families with children from one year old, through the pre-school age to primary school and up to children in Year 7 at the secondary school, offering families the best one-stop childcare services in a very homely and welcoming setting where children are well looked after, play with our super fun activities and games, learn, read books, do maths and other learning games and re-energise with yummy hot meals, fruits, snacks and drinks,

Children are dropped off with us and picked up at the Daycare by parents or an authorised person.

We can collect children from local schools by arrangement and we always ensure strict adherence to relevant legal compliances and child safety.

**Breakfast Club**Breakfast Club starts at 7.15 am and runs till 8.45 for the start of the school day. Parents/Carers drop the children with us at our Setting. Whilst at the Breakfast Club, your child will be provided with breakfast and could read books, play, and socialise with other children before school starts, and they will be walked or driven to their schools for school start.

**After-School Clubs**

After School Club starts after school finishes for the day at about 3.15 pm and runs till 6.00 pm, the last pick-up from us is at 6.15 pm, open on Monday to Friday during school term. We collect children from the local schools and bring them to our Daycare.

Whilst in After-school Club your child will be provided with choices of a healthy meal. These may include pasta/spaghetti, hotdogs, chips steak/chicken pie, roasted sausages, roasted potatoes, beans, rice with sauce/stew, soups, chicken/beef cheeseburgers, chicken nuggets, baked beans, sandwiches, toast, bread and butter, crisps, fruits, vegetables, drinks, etc. Please let us know while applying If your child/children have any allergies or special dietary requirements. Please see our weekly menu on our website on the ‘Documents’ page.

The After-School club plans a range of different structured activities from sporty games, art, and craft to board games challenges. We provide children the opportunity to engage in exciting activities that are educating, fun, and that keep them engaged and stimulated throughout the session in a relaxed inclusive environment.

The children have access to a wide range of resources and equipment and can select what they would like to do. We also encourage and support the children with their homework such as TTRockStar Maths, Purple Marsh, Eggshed, paper homework, handwriting and reading books. Children also enjoy a free pass on our Inflatables Indoor play.

**School Holiday**

We also run school holidays for children subjects to the demand from parents. We have three sessions, Riser (Day/School hours), Flyer (AM/PM half-day) and Rocker (full-day) sessions with flexible booking subject to space availability.

**Mini Gurus**

Our tutoring sessions in English and Maths provide interactive and engaging tutoring tailored to individual child’s learning needs. This offers English lessons on Mondays and Maths on Tuesdays from 4.45 to 5.30 pm.

**Me-Time/Creche**

Subject to booking interest, we run a creche for children, age 0 to 3 years, where parents can drop their children with us to be looked after for up to 4 hours while they have a Me-time like go shopping, gym, saloon, etc.

**Cancellation**

A month’s cancellation notice is required to cancel a session.

Please note that there is no refund when a child was unable to attend the session.

**Target Age range**

We cater for children from 12 months to primary school-age children and up to 12 years old in secondary school year 7.

**Staff Team**

Our staff team are friendly, warm, kind, and loves children. We are all DBS checked, with Paediatric First Aid training, Safeguarding and other great childcare qualification, with work experiences and skills.

We will endeavour to have enough staff available to meet the required standard ratio for our setting and that are able to provide excellent care and ensure safety for children at all times. At least we will have a staff;

* That have first aid training
* That is a designated safeguarding lead (DSL) or deputy DSL
* Available to regularly clean and keep the area in good hygiene and safe condition.

Expected staff to children’s ratio depends on how many children we have. We will ensure we have adequate staffs to provide the best and safe care for all children in the ratio set by the government standard that is applicable to the early year and primary school setting, the EYFS.

**Applying for a place**

If you are interested in applying for a place at any of our clubs, please go to our website to complete the booking form and application forms or contact us through email, phone call or WhatsApp from the website. Places in all our out-of-school clubs are limited and will be available on a first-come, first-serve basis. A waiting list will be created for those that wish to attend and was not able to secure a place and as soon as the place becomes available, we will make contact.

**Location**

We are located at different locations that are in nice residential area with good facilities and easy access to local amenities like schools, playground, gym, stores, food, holiday park, and lakeview. We provide our service to children from Hackleton Primary, Briar Hill Primary, Ecton Brook Primary, Standens Barn Primary at our Unit at the Billing Garden Village.

We will provide maximum safety and security at the premises by strictly following health and safety, fire safety, risk assessments, and all other regulations for our business as a childcare provider.

**Out of School Club Risk Assessment Policy**

Our Out of School Club uses its risk assessment systems to ensure that the Clubs are safe and secure places for children and staff. All staff is expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation and the Statutory Framework for the Early Years Foundation Stage, the Clubs carries out regular risk assessments and takes appropriate action to deal with any hazards or risks identified. It is my responsibility as the manager to ensure that risk assessments are conducted, monitored, and acted upon.

Risk assessments will be carried out:

- whenever there are any changes to equipment or resources and location

- when there is any change to the clubs’ premises

- when the particular needs of a child necessitate this

- when we need to collect and drive children in our vehicle

- when we take the children on an outing or visit.

Risk assessments related to employment and the working environment will be recorded in writing so that staff can refer to them. If changes are required to the Clubs’ policies or procedures because of the risk assessment, the manager will update the relevant documents and inform all staff and parents.

**Daily checks**

Before the children arrive at the club each day, we will complete a daily environment check form/carry out a visual inspection of the equipment and the whole premises (indoors and out). Environment check forms will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner.

During the course of the session, we will keep a record of children in attendance, staff will ensure children and everyone in our setting comply with the health and safety as well as protective measures in place and the staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during the course of a session, they will make the area safe (for example by cordoning it off) and then notify the manager. The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

**Recording dangerous events**

The manager will record all accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident. If the incident affected a child the record will be kept on the child’s file.

The Clubs will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified.

This policy is written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.64]

**Identified risks and hazards:**

- close contact with another person,

- use of shared equipment and services,

- food and drinks.

- toilets, floor, and surfaces,

**Infection Control and Protective Measures In place:**

To continue to prevent any infection from spreading, as a setting we will ensure we comply with the government set guidelines for the prevention of covid-19 or any other outbreak and work together with the schools and our premises regulations on protective measures to ensure.

* Washing of hands, items, floor, and surfaces regular with antibacterial cleaning products
* We will encourage parents and adults to continue to keep to any infection control measure and the covid-19 risk control measure and to ensure the safety and wellbeing of everyone on the premises.
* Recording attendance in our setting.
* Advice and support staff for regular testing for coronavirus according to government provision.
* Staff and all adults in our setting wear face masks where necessary and when in close contact with other adults.
* Provide items likes like cups, plates, etc to children with their names on them for easy identification to prevent spreading infections and diseases.

This policy will regularly be reviewed and updated as necessary

Head Manager

My-STS Wonderland Daycare