

Please keep this booklet, it is for your information.

We have a file in the club, with all our policies and procedures, feel free to

come in and have a look, or if you would like to know about anything, we are always happy to speak to you!

**CRAIG-Y-DON OUT OF SCHOOL CLUB**

**Reg company 376705**

**12 Vicarage Gardens**

**Llandudno**

**LL301RG**

C.I.W Registration CYD WO40000251

# Chasebell Ltd

## Out of School Childcare

*Clarence drive LL301TR*



# OUR STATEMENT OF PURPOSE

Our aim is to provide accessible, affordable quality childcare for school age children out of school hours. We hope that our service will be able to support working families and those in education or training. We also aim to provide a stimulating recreational and educational programme of quality play activities for children.

This Statement of purpose will outline the operation of our service.

## Opening Hours.

We are open 5 days a week {Monday -Friday} during term time between the hours of 3.00 to 6.00.

During the school holidays, which includes the half terms, we are open every day of the week {Monday to Friday} between the times of 8.30 and 6.00 .Both clubs may operate from one venue depending on numbers, you will therefore need to book early for the holidays as places may be limited, we may open over the Christmas holidays, this will be arranged in October.

We also open for the school inset days between the times of 8.30 & 6.00 if we have more than 10 children booking.

We do not open however on Bank Holidays.

## These are the days you have booked keep for your information.

### EARLY BIRD

1. MON \_\_\_\_\_

2. TUE \_\_\_\_\_

3. WED \_\_\_\_\_

4. THURS \_\_\_\_\_

5. FRID \_\_\_\_\_

### Full time

1. Mon \_\_\_\_\_

2. Tue \_\_\_\_\_

3. Wed \_\_\_\_\_

4. Thurs \_\_\_\_\_

5. FRID \_\_\_\_\_

## Emergency Shutdown Policy

Chasebell Ltd will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. This decision will not have been taken lightly and may well have been determined by an external body such as the local authority. Should this situation arise, we will make every effort to minimise the inconvenience, to staff, children and parents, and will aim to re-open as soon as is practicable.

Possible reasons for emergency shutdown of the Club include, but are not limited to:

Serious weather conditions

Heating system failure, burst water pipes, or loss of power supply.

Fire or bomb scare/explosion.

Death, or serious accident or illness, of a member of staff or child

Assault on a staff member or child

Directive by government agency (e.g. health authority, environment agency, security services, etc)

**MAIN POLICY AVAILABLE ASK A MEMBER OF STAFF**

**Proprietors**

**Karen Sherrington**

**07775721335**

**[Karencydasc@aol.com](mailto:Karencydasc@aol.com)**

**facebook**

**Chasebell-after-school-and-holidays-childcare**

**[www.childcarechasebell.com](http://www.childcarechasebell.com)**

## Children Cared for

We provide care for children aged between 3 & 12 years old. We are registered with the Care Inspectorate Wales {CIW} To care for a maximum of 26 children at Craig-y-Don under the age of 8 years.

We passionately believe in equality of opportunity and welcome children from all cultural and religious backgrounds. We also welcome children with special needs. We have facilities to cater for those with physical, behavioural, and educational special needs.

Please contact any of the people, whose details are listed within this booklet to discuss your child's particular needs in confidence.

## Admissions Policy.

The out of school club is open to any child attending primary school .No child shall receive less favourable treatment on the grounds of race, colour, ethic or national origin ,religious beliefs, disability or the ability to pay .In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:-First priority will be given to children of working parents / single working parents, parents who are studying or training to re-enter the workforce .Then places will be given to children who are booking for every day of the week If places are limited, siblings of children already at the club will have priority over others. While Available places exist these will be allocated on a first come - first offer basis .If the club is oversubscribed a waiting list will be kept and administered by the senior play worker .Unfortunately due to the need for full week places we do not take bookings of less than three days per week unless in exceptional circumstances when you will need to contact Karen directly.

The proprietors reserve the right to refuse admission to any child whose behaviour is, in their opinion not in the best interest of the other children's health and safety, [this course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted.

The welfare of the child is of paramount importance, if a child is not settling within the group for any reason and all avenues of adaptation have been exhausted, we reserve the right to withdraw your place if we consider it to be in the best interests of the child.

For our full admissions policy please see the full parent handbook.

## Staff.

As we are registered with the CIW, we adhere to the national minimum standards for staff operating a childcare service. We will ensure that our play leaders hold or are working towards a relevant qualification .Appropriate experience is also essential for a play leader position. We will also ensure that the staff body will include those holding current first aid and food hygiene qualifications.

An ongoing training programme is available to all our staff and personal and professional development is actively encouraged, this includes training opportunities and managing difficult behaviour .

We operate a 1 to 8 child to adult ratio in order to comply with the national minimum standards .However should we take the children out of their normal environment then we are likely to increase the ratio to ensure safety .We are an English speaking service but will endeavour to provide one member of staff who is Welsh speaking , failing this 50% of the staff will have a working knowledge of the Welsh language

## Price List

last updated APRIL 2026

### After School

**Early Bird 3-3.30** £13.50 per week full week only

**After School 16.00** per session 3.00 /3.30 – 6.00 pm

### Holiday

Full Day £30.00 8.30-6.00

am £19.00 8.30 to 12.00.

Pm £23.00 1 to 6.00 Hourly rate £5

During the holidays children will be provided with breakfast before 9.30 am, you are asked to provide a packed lunch with a cool pack in the box for those children who will be there over 12.00 pm. A light tea will be provided around p.m. a menu will be displayed for 2 weeks at a time please make staff aware of any dietary requirements. We can collect from most schools in Llandudno. We accept vouchers please enquire.

All booked places must be paid for; Holidays in term time will be charged 50% of the full fee. There will be no holiday reduction for the early bird club. Holidays will be full weeks on weekly booking not individual days. In service days we are open; you are still liable to pay for your session. We offer three different sessions through the day. Its first come first served for times 8.30-11.30, 1-3, & 3-6

## Contact Information

For Further Information please contact.

Karen Sherrington

07775721335 or 01492877583 available anytime

[Karencydasc@aol.com](mailto:Karencydasc@aol.com)

after school 2.45-6 holidays 8.15.6.00

07789 6118209

**Complaints** Any initial complaint about or service should be made to any of the persons identified above.

For our full complaints policy, please see our parent handbook.

We are registered with the Care and social services Inspectorate Wales.

Should you need to contact them about issues relating to our service then you can do so on the following address.

Care and social services Inspectorate for Wales North Wales Region  
Government Offices, Sarn Mynach, Llandudno Junction, Conwy LL31  
9RZ, 0300 0625 609

## Behaviour and Discipline

Good behaviour is actively encouraged; unacceptable behaviour is quickly identified and dealt with positively. Reasons are always explained to the child involved and good behaviour is always praised. We operate a reward chart for children on a weekly basis where good behaviour and team spirit are rewarded, the child with the most stars and the end of the half term receives a small "prize".

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For further details please see full behaviour policy.

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## Equal opportunities

We aim to make sure that no child will receive less favourable treatment on the grounds of race , colour , ethnic, or national origin , religious beliefs , disability, or the ability to pay , in any matter to do with the out of school club care , both the Proprietors and the staff will ensure that the service they provide are accessible to everyone .

Please see parent/carers handbook for full policy details.

## Activities

The children are collected from school and escorted to the club. Junior Children at Ysgol Craig-Y-Don are not collected as requested by the school, but make their own way over, children are not the responsibility of the club until they reach the club. Should a child not be in the classroom, then the appropriate teacher will be contacted to ascertain whether the child was in school or not. If the child was in school then the missing child procedure will be implemented. If a child is in the classroom awaiting collection to attend the club, but is not booked in, again the class teacher will be asked to contact the child's parents. The child remains the responsibility of the school unless there is a space in the club and the parent wishes the child to attend until able to collect.

Each day on arrival at the club children will be given light refreshments usually consisting of a biscuit and a drink. Toast is provided with a variety of toppings changing daily at around 4.20 pm. There is a program of structured activities available to the children should they wish to take part. However free play opportunities also exist for children and although we encourage children to take part in a variety of activities there is an emphasis on individual choice.

A quiet area is also made available for those children who need a place to "chill out" for whatever reason.

Activities we offer cover the full spectrum of child development. They range from physical to creative and include.

Team Games, arts & Crafts, Story Telling. We aim to make our activity program inclusive so that children of all abilities can take part.

## Registration

Children attending the club must have a completed registration form submitted to the play leader. This form is vitally important as it contains specific information about your child such as allergies, special needs, emergency contacts etc. You can obtain a registration form from the senior play worker. You should however keep a copy for yourself so you can check it periodically for accuracy. Any changes in your child's circumstances need to be communicated to the play leader as early as possible.

Bookings at the club must be made in advance. We are limited on the number of children we can accommodate.

Only those listed on the child's registration form will be allowed to collect a child. Any changes should be communicated to the play leader in writing.

For our full booking and collection policy please see the full parent handbook. In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:-

The welfare of the child is of paramount importance, if a child is not settling within the group for any reason and all avenues of adaptation have been exhausted, we reserve the right to withdraw your place if we consider it to be.

in the best interest of the child.

You can obtain a registration form from any of our staff. You should however keep a copy for yourself so you can check it periodically for accuracy. Any changes in your child's circumstances need to be communicated to the play leaders as early as possible.

**Bank payments** anyone wishing to set up a standing order, or to pay via BACs or internet banking. Our details are **53-70-33 80290582 NatWest.**