



## **Statement of Purpose**

Beech Tree Before and After School Club on the site of Drury Primary School, Beech Rd, Drury. The Responsible Individuals are Caroline Peacock who is our Chairperson on the Club Committee that manages the service and Ernestine Dorans, the Club Leader. The committee is made from parents whose children use the facility as well as the Club Leader. The Person in Charge is also Ernestine Dorans, the Club Leader. If Ernestine Dorans is not present, the PIC is either Erika Beedles, Cathy Mayers-Jones or Jayne Grady.

### **Aims and Objectives**

The aim of the Beech Tree Club is to provide a safe and pleasant environment for all children, in the absence of their parents.

Children who need extra support in school may not need extra support within a play setting. Some children however may require specific treatment, facilities or care while in the Club that is above and beyond the usual provision for most children.

The Club aims to provide a welcoming and supportive environment for all children, staff and parents. They will all be treated with dignity and respect. The Club supports integration and the treatment of all children and adults as individuals, wherever this is possible. Please refer to our equal opportunities policy.

We recognise that certain groups and individuals in our society are discriminated against because of their race, colour, ethnic or national origin, gender, physical, sensory or mental disability, marital status, age, social class, religious belief, employment status. Accordingly, we are strongly committed to positive action to remove discrimination in all appropriate aspects of our work, especially in our work with children and their families.

### **Number and Ages of Children Cared For**

The Beech Tree Club (BTC) is registered to care for a maximum of 61 children at any one time, using school premises in addition to the Beech Lodge. The maximum number of children using Beech Lodge is 19. The children who attend the Beech Tree Club must be 3 years old and over. They can attend until the end of Year 6.

In the event of more than 19 children attending, some will also be supervised in one of five locations within school: the hall, Reception and Nursery classrooms, the 'middle area' or the 'yellow area'. This is in addition to the children playing on the astro turf by Beech Lodge, on the school playground or on the field to the side of the Lodge weather dependent.

We had applied for an adjustment to the Staff:child ratio in line with the temporary NMS relaxation due to COVID-19 in order to maintain the same Bubbles as within School. We reverted back to the original Staff:child ratios as set out by the NMS from 30 June 2021 and have continued to maintain these ratios.

## **Language**

The Beech Tree Club operates through the medium of English. Staff at Beech Tree Club are encouraged to use incidental Welsh.

## **Opening Times**

Morning club	7:30 am	-	8:45 am
Wraparound	11:30 am	-	3:00 pm
After school club <i>(For Nursery children)</i>	3:00 pm	-	5:30 pm
After school club <i>(For rest of the school)</i>	3:15 pm	-	5:30 pm

All children need to be booked into club in advance.

If you are going to be late collecting your child, for any reason, please inform the Club Leader at the earliest opportunity. See price list for penalty charges as per our late collection policy.

## **Contact Information**

In Beech Tree Club, we require details about yourself and your child in case of emergency. We also require information about your child's medical history. We need to have a name and telephone number of a person that is contactable in case of an emergency and if staff are unable to contact parent/guardian. We also need to be informed if there are any changes to your job or telephone number.

## **Emergency Procedures**

In the event of an evacuation, the Person in Charge will take the children and the register, in a calm manner so as not to cause alarm, to the designated meeting point (grass at the end of the Club path). The last staff member will check the room and toilets to ensure all children have vacated the premises.

Should a child require emergency care, the Person in Charge will decide whether to apply first aid or to call an ambulance, giving details of injury, child's name and location of club. Then they will inform the child's parent / carer.

A playworker will accompany the child in the ambulance, if the parent / carer does not arrive in time.

An incident / accident report must be completed as soon as possible after the accident for consideration by the Beech Tree Committee.

## **Delivery and Collection**

Children must be escorted by parents to the main BT Club gate in the morning. Children will be signed in and out electronically by staff, using the IPal booking system. Children will be taken by Club staff to school at 8.45 ready for the school day. Parents/guardians will continue to collect their child/children from BT Gate where again, they will be signed out automatically on the booking system. If there are any changes with regard to the person who will be collecting the child, the Club Leader/Person in Charge must be informed either in writing or verbally beforehand.

There is a late collection fee of £10 per child per 30 minutes not collected after the close of Club. Please note that in case of emergencies, if you or your designated contacts are unable

to collect your child by 6.15pm (¾ hour after closing) Social Services may need to be contacted for clarification as to how Club should proceed.

### **Booking In Procedure**

In order for your child to attend Beech Tree Club you must complete the IPal Registration and to pay the £10.00 Annual Fee. A copy of the Admissions Policy and Parent Information Leaflet is also uploaded on the system for you to look at. ***There are limited places for sessions at Beech Tree Club and therefore it is advised that places are pre-booked to ensure a place. For emergency places and any other information needed, please email the Club Leader on [beechtreeclub@outlook.com](mailto:beechtreeclub@outlook.com) or alternatively, you can ring the Club number (01244 549719 or 07508 500762) and a member of staff will do their best to help you. Please be aware that the Club phone is not continuously manned.***

### **Complaints Procedure**

At Beech Tree Club, we take any complaint very seriously. In the first instance, parents may wish to speak to the Person in Charge to discuss their concerns. Complaints should hopefully be resolved locally within 14 working days, however if this is not the case and a complaint is dealt with by an agency outside the Club, then the aim would be to resolved this as soon as practicable and in any event within 35 working days of the request for formal consideration.

Parents may also wish to contact CIW at any time at: CIW, Government Buildings, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ. Tel: 0300 790 0126  
Full details of the Beech Tree Club Complaints Policy are available upon request.

### **Activities Available**

Children have a wide range of choice and are openly encouraged to have control over where and what they wish to play with. Activities are planned in advance and ensure that all children benefit from them however, if there is something particular that a child wishes to do, we endeavour to accommodate this wherever possible.

When the weather permits we make the most of our large outdoor space. We have a good variety of outdoor play equipment, which includes bikes, scooters and ball games. We also have a purpose-built canopy to the side of the Lodge which allows the children to play outside even if the weather is not at its best or they require shade.

A variety of indoor activities are also available, including board games, puzzles, play dough, colouring and painting. As well as this, we have a television and iPad/ tablets for the children to enjoy and chrome books should they wish to complete homework tasks.

Healthy snack is on offer daily with the choice of fruit and milk or water for the children upon arrival from School at 3.20pm. Once all children have had snack they are free to participate in any of the activities that are on offer that day. There is a second snack around 5.00pm for those children that are still with us.

For children that are staying in Wraparound at 11.30am, there is the choice of a school dinner or a packed lunch from home at 12:00 noon. There is toast and milk/water available in the morning until 8.15am.

This document will be reviewed annually and a record of when changes need to be made.

*Reviewed March 2009*  
*Reviewed and updated January 2013*  
*Reviewed and updated July 2017*  
*Reviewed and updated March 2018*  
*Reviewed and updated July 2018*  
*Reviewed and updated July 2019*  
*Reviewed and updated May 2020*  
*Reviewed and updated September 2020*  
*Reviewed and updated March 2021*  
*Reviewed and updated June 2022*  
*Reviewed and updated June 2023*  
*Reviewed and updated June 2024*  
*Reviewed and updated September 2024*  
*Reviewed and updated February 2025*

Signed: \_\_\_\_\_ *Chair, Beech Tree Committee*

Signed: \_\_\_\_\_ *Club Leader*