



Mês Bach - Little Acorns
Child Care
Brongwinau, Comins Coch,
Aberystwyth, SY23 3BQ.
Telephone 01970 626284;
www.mesbach.co.uk



STATEMENT OF PURPOSE

WELCOME TO MÊS BACH/ LITTLE ACORNS NURSERY

We hope that you and your children will be happy during their time with us.

OUR AIMS

1. To encourage parents/ carers to provide for the needs of their children.
2. To provide a safe and satisfying group play in which parent/carers have the right to take part.
3. To further the aims of Wales Pre-School Association .

ORGANISATION

We are open Monday to Friday inclusive 8.30am to 6pm. We offer places to children from 2 years to school age. Children are offered places as available and those with Special Educational Needs may be accepted as priority. In accordance with the terms of the Children's Act 1989 the group is registered for 20 children, with a ratio of one adult to eight children between the ages of three and four years, and one adult to four children aged between two and three years. At the present time we do not operate a parent rota, however any parent is very welcome to stay for the duration of a session at any time. On occasions nursery will use Mes Bach out of school room for activities.

Parents/carers are also welcome to become involved in:

1. Fund-raising
2. Attending committee meetings
3. Assisting with maintenance of the nursery



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FEES

Fees are £9.80 for the morning session 8.30am-12pm, £2.80 for lunchclub session 12pm-1pm, £9.80 for lunch and early afternoon session 12pm-3.30pm, and £7.00 for a late afternoon session 3.30pm-6pm. These must be paid within two weeks of receipt of account, or by weekly arrangement with the treasurer. We regret that fees are not refundable for absence. A child's attendance will be dependent upon continued payment of fees. Any late collection after 12.15, 3.45 or 6.15 will result in an added charge of £5.00. A reduction of 50% will be made for holidays if prior warning of 4 weeks has been given.

LANGUAGE

Mês Bach/Little Acorns has a language policy in accordance with Ysgol Comins Coch i.e English as a first language and Welsh taught as a second language. We aim to introduce the Welsh language in a number of ways, through the medium of simple songs, rhymes, stories, numbers, colours, snack and the weather.

TOILET

Children do not have to be toilet trained, but spare nappies should be brought in with your child, as a small charge will be made if nappies from nursery are used. Staff will be happy to help with the potty training when you feel you would like to start and a spare set of clothes should be brought to the sessions, whilst the process is going on. Spare clothes are kept in the nursery in case of everyday accidents.

WHAT SHOULD YOUR CHILD WEAR

There will be messy and physical play in the group. Clothes should be easily washable and not restrict your child's movements. Children need to practice skills which will help them become more independent. Therefore clothing which they can cope with themselves enables them to become more independent.

FIRST AID

There will always be a supervisor present who holds a current first aid certificate. If necessary a supervisor may need to give your child emergency medical treatment. If



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your child requires prescribed medication, a medical form must be completed on each occasion.

ILLNESS

Parents/carers should keep children at home if they have any infection. The child should not be brought into nursery if he/she has been vomiting or has had diarrhoea until **AT LEAST 48 HOURS AFTER THE LAST OCCURRENCE.**

CHILD PROTECTION

Each child's welfare is of paramount importance, therefore if the nursery has any concerns regarding any child, be it a health or educational need relevant agencies will be contacted, after discussion with the parent/carer.

OTHER USEFUL INFORMATION

The school requests that no cars enter the school grounds for safety reasons. You are welcome to use the car park at the back of the school. Children should not be left on the premises before 8.30am, as we are not insured under the conditions of the policy. If you would like your child to attend Ysgol Comins Coch at the age of four, you should apply the year before, and speak to the Headmaster - Mr Tom Fanning.

Children should be collected promptly at 12 noon, 3.30pm and 6pm from the nursery. Parents/carers are requested to wait at the front porch.

PLEASE INFORM A SUPERVISOR IF SOMEONE ELSE WILL BE COLLECTING YOUR CHILD. THIS IS FOR YOUR OWN CHILDS SAFETY. WE CANNOT RELEASE YOUR CHILD TO SOMEONE WHO IS NOT KNOWN TO US, UNLESS YOU HAVE GIVEN US PERMISSION.

STARTING AT MES BACH/LITTLE ACORNS

It is important that parent/carers, and staff work together to help children settle in and develop confidence to participate in all the activities. Some children take longer than others to settle, so therefore parents/carers should not worry about how long their child takes to settle in. Parents/carers are welcome to stay for the whole or part of a session, depending on their child's needs.



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ADMISSIONS

We open as a full day setting and offer a mixture or three individual sessions. These are;

Mornings - 8.30am - 12.00 midday

Lunch and afternoon - 12.00 - 3.30 pm

Afternoon - 3.30pm - 6.00pm

Children who are two may be offered full days, as are children who are three. This is of course subject to availability. Children staying for Lunch are asked to bring a healthy packed lunch, therefore it would be appreciated that the packed lunch does not contain chocolate or biscuits. Please also be aware that some of the other children may have allergies, therefore please do not include items that contain NUTS. Hot school dinners are also available.

Here is our daily routine at Mes Bach/Little Acorns

Morning Session

8.30 am - Free play

9.15 am - Registration

9.30 am - Free play

10.00 am - Tidy up time

10.15 am - Toilet and wash hands

10.30 am - Snack time

10.45 am - Story time/ Outside play

11. 15 am - Themed free play

11.45am - Singing

12.00am - Home time

End of morning session

Lunch and Afternoon session

12.00 - 12.15 pm - Toilet and wash hands

12.15 -12.45pm - Lunch

12. - 1.00 pm - Free play

1.00pm - Outside play

1.15pm - Free play

1.30pm - Registration

1.45pm - Themed free play



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2.15pm - Tidy up time/ toilet and wash hands
2.30pm - Snack time
2.45pm - Story / outside play
3.30pm - Home time

End of lunch and afternoon session

Afternoon Session

3.30pm - wash hands

3.45pm-Snack time

4.00-free play

6pm-Home time

End of afternoon session

VISITS AND OUTINGS

Local outings are arranged from time to time. Permission for outings involving transport will be sought on each occasion, and must be given if you wish your child to participate. Parent/carers are asked to accompany their child as we operate one adult to one child ratio. DURING THESE OUTINGS YOUR CHILD WILL BE YOUR RESPONSIBILITY.

COMPLAINTS AND COMPLIMENTS

Any complaints or compliments that you wish to make, should be brought to the attention of the manager or the committee. The local office for the Care and Social Services Inspectorate of Wales is:

CSSIW

South West Region

Government Buildings

Picton Terrace

Carmarthen

SA31 3BT

Tel: 01267 245160



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STAFF AT MÊS BACH -LITTLE ACORNS

Manager - Sarah Dent

Playleader - Bridget Thomas

Playleader- Melanie Evans

Play assistant - Cheryl Daniel

Play Assistant- Janet Lea

Play assistant - Ann Price

Play Assistant- Sue Hopkins

Play assistant- Emma Mccallam

play Assistant- Lucy Hughes

Play assistant- Freya Smith

Play Assistant- Nia Richards

Play Assistant- Lynwen James

Play Assistant - Elen Lionel

COMMITTEE MEMBERS

Chairperson - Heather Cox

Vice -Chair - Shelley Bowker

Secretary - Sue Lewis

Treasurer - Sarah Dent

The staff or committee members can always be contacted should there be any queries or suggestions

Please look at the notice boards regularly to keep in touch with what is happening. We always welcome parent/carers ideas and appreciate your co-operation to enable your child to enjoy his/her time at Mês Bach/Little Acorns. We endeavour to work together with all parent/carers to meet children's individual needs.

Opening hours - 8.30am - 6pm

Tel : 01970 626284

March 2012



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Welcome to Mes Bach Out of School Club.

Our aim is to provide a safe, stimulating and fun centred caring environment for a maximum of 24 children aged 4 to 11 years old. The languages used in the club are both Welsh and English. The club will:-

- Provide opportunities for pupils to become enthusiastic and well motivated learners;
- Encourage pupils to believe in themselves and their own ability to succeed;
- Help children develop skills to learn more effectively, think more creatively and study more systematically.

The club is in two parts.

- After School Club
- Holiday schemes.

Registration.

All clients must complete a registration form available from Mes Bach. A separate register will be completed each day and all attendance must be booked in advance.

Admission / Access Policy.

The club will be open to all children, regardless of culture, social or ability status. Places will be allocated on a first come first served policy. However, priority will be given to Children attending Ysgol Comins Coch, regular users of the club, and to those who already have brothers and sisters attending.

Contact with parents.

The club will be child centred and every effort will be made to ensure that the children have a stimulating and challenging experience. We welcome the views of parents and on any aspect of our provision. Parents are encouraged to discuss all matters and concern to help develop parents and staff understanding of the children's needs and feelings. Parents may contact the manager or the committee by telephoning 01970 626284.



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Premises.

The out of school club is based in Mes Bach Childcare and has access to the school field and playground. Children will be safely escorted to these areas when used.

Staffing.

There will be at least two members of staff present at all times for every 16 children, with one additional member of staff where this number is exceeded to a maximum of 24 children. The lead member of staff will be formally qualified, all staff will be CRB checked. At least one member of staff will have a first Aid certificate. The names of the "Responsible Individuals" for Mes Bach and the names of all staff employed at Mes Bach are recorded on the Information Sheet for Parents

Staff Training.

In house staff training is undertaken on a regular basis. . All staff are encouraged to pursue further child care courses as part of their further development.

Equipment Resources.

The equipment and resources are all age appropriate and safety checks are made at regular intervals. It is our intention to continually renew toys, books and play equipment when existing equipment is found to be faulty or is no longer used.

Programme of activities.

A programme of activities will be developed in advance of every After school and holiday club. The activities will include sports, games and physical events as well as arts and craft activities.

Food / Lunchtime.

A snack will be served at the after school club and parents are asked to notify any allergies etc in the registration forms. During Holiday clubs, children will require a packed lunch. Drink and snack breaks will take place throughout the day with Squash,toast,fruit and biscuits available.

Accidents

If a child is injured Mes Bach staff will treat the child at the First Aid Station and will ensure that the accident book is filled in. Parents will also be made aware of the injury. Where appropriate parents will be contacted so that further arrangements can be made.



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Infectious Children

Children who are ill or who have infectious conditions are not well enough to attend Mes Bach then parents are asked to keep their children away from club at these times.

Emergency Procedures.

There will be regular Fire/Emergency Drills to ensure that all children are aware what is required of them. Mes Bach has procedures for Health and Safety requirements. All staff have been trained to deal with emergencies and there is a qualified first aider present for all sessions.

Special Educational Needs.

The club will be open to all children and special arrangements will be made wherever possible to ensure access and entitlement for children who are identified as having Special Needs outlined in LEA code of Practice.

Complaints Procedure.

Mes Bach is inspected annually by the CSSIW and a copy of the report is available for information in the Club. However where a parent has a query or a complaint they should first raise the matter with the Manager who is the registered person. Alternatively parents may complain to the Committee. Alternatively complaints may be made to the Care and Social Services Inspectorate Wales (CSSIW), South West Region, Government Buildings, Picton Terrace, Carmarthen, SA31 3BT. Telephone: 01267 245160

Child Protection Procedure.

The protection of each child is the ASC Leaders first responsibility and they will ensure that all reasonable steps are taken to protect children from harm. The policy for child protection is available at ASC and it includes action to be taken in respect of complaints and allegations being made against members of staff and volunteers and responsibilities to report concerns. Area Child Protection Committee procedures for dealing with such matters are also detailed. Where staff have concerns regarding a child they may need to contact social services without the permission of parents.



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Booking Procedures

Parents are required to book a half term session in advance. This must be done one week before the end of the previous half term. Once booked all sessions must be paid in full. If this will cause financial hardship then weekly payment in advance will be accepted. Extra sessions can be booked in addition to those arranged where space is available. Parents are required to inform staff of ANY CHANGES to booked sessions, including if a child is NOT attending, as well as any extra sessions required. No refunds will be given for missed sessions, except in extreme circumstances at the discretion of the manager and committee. During Holiday Club parents must sign children in and out of Mes Bach. If on any day we exceed our number of 24, children aged between 4-8 can attend nursery for the out of school session.

Times of sessions:

The times of the clubs are as follows:

After School	3.30pm - 6pm
Holiday Club	8.30am - 6pm

Arrival and Collection Times

Children aged 4-11 who attend Mes Bach After School Club will be collected from the school hall at 3.30pm by a member of Mes Bach staff. During Holiday Club, the Club will not open prior to the start time. Parents are requested to collect all children from the After School Club/ Holiday club by 6pm. A charge of £5 for every 15 minutes will be charged from 6.15pm for any children not collected. Any appeal against this decision must be addressed to the Manager and Committee.

Arrangements in the case of sickness.

Where children fall ill during Club parents will be contacted and children collected. ASC staff will not be permitted to administer medicines, unless parents fill out a request to administer medication form. Where children are on medication ASC staff will be informed in writing of all medication and medical conditions. Where children are absent due to illness, refunds will not be made. In the case of long term absence refunds will be at the discretion of the manager and committee.

Management Committee and Parental Involvement

Mes Bach is managed by a Committee and parents are welcome to attend committee meetings, as well as to serve as members of the committee. The purpose of the club is to meet the needs of parents and to provide children with a fun and stimulating environment and so your views are important to the successful running of the club. Questionnaires will be sent out at



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regular intervals throughout the year to help assess how well the club is meeting the needs of parents. The club staff will be on hand to discuss matters relating to both the club and the children attending, and any concerns can also be addressed to the manager or committee.

Care, Behaviour and Conduct Policy.

All members of the After school club partnership (Staff, parents, pupils and Committee Members) work towards the club's aims by

esteeming children and adults as individuals and respecting their rights, values and beliefs

fostering and promoting good relationships and a sense of belonging to the community

providing a well ordered environment in which all are fully aware of behavioural expectations

offering equal opportunities in all aspects and recognising the importance of different cultures

Encouraging, praising and positively reinforcing good relationships and behaviours.

rejecting all conduct involving bullying or harassment

elping to develop strategies to eliminate undesirable behaviour and applying these consistently

caring for, and taking a pride in, the physical environment of the community

working as a team, supporting and encouraging one another

Staff work towards the club's aims by

providing a challenging and stimulating program of activities designed to enable all children to reach the highest standards of personal achievement

- Recognizing and being constantly aware of the needs of each individual child.
- enabling children to take increasing responsibility for their own conduct.
- being good role models - punctual, well prepared and organised
- taking quick firm action to prevent one child inhibiting another's progress
- encouraging punctual attendance.



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Pupils work towards the club's aims by

- conducting themselves in orderly manner in line with the school's code of behaviour
- taking growing responsibility for their environment and for their own learning and conduct
- Communicating with staff when they are not happy about things.
- Co-operating with, and caring for each other.

Parents work towards the Club's aims by

providing support for discipline within the club and for the Manager and Leader's role

ensuring early contact with the Manager and Leader to discuss matters which affect a child's happiness

accepting responsibility for the conduct of their children at all times

Fully completing consent forms and keeping staff notified of changes.

Notifying staff in advance of details regarding "dropping off" and collection of children.

Not allowing children to wear expensive clothes or bring toys or equipment to club without prior consent.

Discussing matters with staff immediately if they are unhappy about any aspect of Club.

Rules for ASC.

Everyone at Mes Bach After School Club will ensure that the following points are observed.

1. Safety in the club is of paramount importance.
2. Children are expected to play in a safe and sensible manner with regards to the safety of others.
3. No child may leave the club without the permission of the ASC Leader.
4. The gates, doors and main entrances must be kept closed.
5. Children are encouraged to report any accident or incident to the ASC Leader immediately.
6. In the event of a whistle being blown all children must stand still and silent.
(Further instructions can then be called out to children.)
7. Staff will assist the children with all their activities and their play.

Play Areas

For safety reasons, the following areas are out of bounds at all times ,



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- Car Park; All fields and grassed areas in winter; Planted area beside school hall and car park.

Behaviour at club

In cases when a child has become upset because of an unpleasant incident, parents should be made aware of what has happened.

The ASC staff will handle the majority of discipline problems with explanation. Where children have a disagreement this will be resolved by staff, the ASC Leader, and when necessary the Manager. However, when an incident is unresolved the ASC Leader should discuss the matter with parents so that the matter may be sorted out. Wherever possible we must try to avoid a situation where children go home with an unresolved issue on their mind.

Physical punishments, or the threat of them, are never used. Children are never shaken, smacked, humiliated, intimidated or shamed.

Where children need time to "Cool down" or be isolated they will remain under the supervision of ASC staff and not left unattended. Staff may wish to note such instances in a "Report" book. Where children fail to adhere to the rules and acceptable standards of behaviour their parents will be asked to collect them from the club.