



00. Holiday Club Policy

Policy Statement:

At The WonderWorks we primarily provide nursery care to children aged from birth up to 5 years old. In addition, we are registered to provide holiday and wrap around care for children aged 5 and above.

The WonderWorks Holiday and wrap around care provision, follows all of our standard company policies. This means we can provide high quality care which meets legislative requirements. When a holiday club is running our usual policies will be applied; however, this dedicated policy document will set out any specific considerations for The Holiday club provision, and how these circumstances and situations are managed for older children and young people (CYP).

Signing Up Process, Settling in & Payments:

The WonderWorks Holiday Club provisions, follow the following admissions policy.

To ensure eligibility and fairness the following policy applies:

- *Individual parents and carers are asked to make contact by emailing leavesden@thewonderworks.co.uk. We will acknowledge receipt.*
- *Parents/carers or legal guardians will be sent a copy of our registration form, which should be completed and returned either electronically or via post. This includes provision of the child's details, contact information, specialist requirements and number of sessions required.*
- *A waiting list will be held of places required by families:*

Note - See our allocations policy for more information on how positions will be allocated.

- *Availability of spaces will consider the staff/child ratios, the age of the child and the registration requirements.*
- *Those wishing for a full-time position (full-days mon-fri) may be offered a part-time place if that is all that is available at that time - they will be prioritised in the event additional full-time spaces do subsequently open.*
- *The company aims to provide the best care to all children, including children with additional needs. It may, however, be necessary to assess, review or alter placements to ensure the needs of all children are met and the nursery team has the capacity to meet these needs.*
- *The setting checks the child's birth certificate or passport for verification of identity."*



Once the parent has submitted the registration form, they will receive an offer letter from the nursery, which states the days reserved and the amount due.

Fees

The Holiday Club fees structure is separate to nursery places and is published for parents on our website and literature. Production families working at WBSL, WBSL families and TWW families are entitled to a reduced rate.

Sibling discount of 10% can be applied to ALL siblings from the same family.

Families will receive a quote for the cost of using the holiday club before the booking is confirmed. To confirm the booking a 50% deposit is required. Balance of the fees will be due before the 28th of July 2023, or before the child starts in holiday club.

The Deposit is non-refundable, the remaining fees are not refundable after the child has started.

Fees are payable even if the child does not attend due to sickness, holiday, or alternative childcare is arranged. This is because staffing and resources cannot be changed, once the balance has been paid.

Staffing & Ratios:

Ratio requirements for school aged children, is up to the provider to decide.

At The WonderWorks, the ratios have been set as:

- 1:8 for children aged 4-8
- 1:10 for children aged over 9

Our holiday club at The WonderWorks takes children of year 1 or above. There is no statutory requirement to have staff with specific childcare or play work qualifications. However, when recruiting the team to deliver our Holiday clubs we do try to focus on employing team members who have relevant experience working with children aged 5 and over. In terms of safeguarding qualifications, all staff have undertaken basic safeguarding training and there is access to a Designated Safeguarding Lead who has relevant training and experience to carry out this role.

There is always a qualified paediatric first aider available within the club, and all staff have completed food hygiene training. All adults working at the Wonderworks have undergone safer recruitment checks including an enhanced DBS check. Every holiday club will have an assigned HOLIDAY CLUB MANAGER who oversees and is responsible for supervising a team and for the safe daily running of the Holiday Club. Parents will be made aware of the names of the Team members (Camp Leaders) delivering the holiday club. Every child will be assigned a 'keyperson' who will be responsible for daily communications with their family and will provide personal and emotional support to the child when needed.

Arrival and Departure of Children

The Holiday Provision follows our standard procedures for the arrival and departure of children.



Children are signed in and out on the digital registration system, using the nursery's secure database system. All 7am/7pm children will start and end their day at the Nursery setting.

Holiday Club Paperwork

Parents must complete a Parent Agreement and booking form, after which they will receive an offer letter. Parents will also receive a ***Holiday Club: Child Registration Booklet and All About Me*** which must be completed and returned to the nursery prior to the child's first day - detailing all required information about the child, family and the child's individual needs. If a child has a medical condition or allergy, a ***Health Care Plan*** must be completed before the child is able to be taken into the care of The WonderWorks.

The ***Holiday Club: Child Registration Booklet***, also obtains emergency contact information from parents/carers, in any case of emergency.

Parents will be given the option to meet a staff member and complete the paperwork with them. If the parent is unable to attend, they can be emailed the paperwork to complete and send back to the nursery, prior to the child's first session.

Toilets and Meeting Hygiene needs

The holiday club shares use of the toilets with other tenants in Building 6. Children will need to leave the holiday club room to access the toilet and personal care spaces. Handwashing and toileting before meals will mean a group of children can leave in with more than 1 adult accompanying them.

Alternatively, handwashing can be done with clean warm water in designated bowls inside the holiday club room.

The following procedure will ensure everyone stays safe:

The team member will notify another, that they are leaving and where they are going.

They will say which children are leaving and discretely say why.

They will take a walkie talkie with them, so they can contact the other team members for support.

They will gather any spare clothes needed (toileting accident) so they have everything needed for the child.

When leaving the room- those leaving will take their registration 'ball' from the pockets, and place in the bowl. This will provide a live visual check of how many people have left the room. On re-entry to the room, the ball will be placed back into the pockets.

Members of the team will accompany children right to the toilet cubicle door- they will check it is empty and clean before a child enters.

As the children are older and independent at school, they will be encouraged to enter the cubical and manage their personal care themselves. An adult can support if required but is advised to wedge the door slightly open to ensure it does not leave either adult or child vulnerable.

Children will be asked not to lock the door, just in case of an emergency. Children will be provided reassurance that the Team member will value their privacy and will ensure the door stays closed until they have finished.

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The Team member will wait outside the toilet door, checking verbally they are ok every 30 seconds.

If the child does not respond on the second 'call' the staff member will say "I am going to come in and check, you are ok" they will wait 2 seconds before entering.

On no occasion should a member of the team lock the door behind them- isolating the child and themselves from help if needed.

If support is required the walkie talkie will be used, rather than leaving the child alone.

Play Work Principles

As set out in The WonderWorks Pedagogy, the WonderWorks provides a child interest based, curiosity-based learning approach all focused on the child's individual interests and needs. This approach extends into the Holiday provision, however more structured activities are provided too with a focus on Storytelling and Film Making. At the start of each day the children will be asked to agree a plan for the day, sharing what they would like to do. A full plan for the day and week is then put together, ensuring there are a range of opportunities, to play, be creative, exercise, eat and relax. Usually, children accessing the holiday club will have opportunities to engage in a trips and adventures away from the setting. These visits out are thoroughly risk assessed by the staff members and each day/outing is signed off by Nursery management prior to the trip, and all trip paperwork and procedures are in place as per the WonderWorks *Trips and Outings Policy*.

In addition to the above, the holiday provision also follows these principles of play work:

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.

7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well-being of children

(Play work Principles Scrutiny Group, Cardiff 2005)

Food and Drink

All food at The WonderWorks is prepared on site, and the nursery is registered with the local authority **Food Standards Agency**. There is a full compliance paperwork process with the preparation, cooking and serving of all food, and all staff hold qualification in Food Hygiene. Any dietary preference and allergies are provided for, with the company "**Allergy and Dietary Preference Policy**" with the and this information is sought in the **Holiday Club: Registration Booklet** (paperwork as detailed above). We try to involve children in the development of the menus and food choices whilst they are with us. We do this when they start with us and ongoing through our planning with children.

When going on outings away from the nursery site lunch may be either a bought lunch from the onsite cafeteria facilities, or a packed lunch prepared onsite before leaving the club, where possible children will be involved in making their own lunch- choosing from a range of healthy options. Throughout the day snacks can be accessed such as fruit, and there will be opportunity to eat, and purchase agreed occasional 'treats' such as an ice cream. When suitable - All children will be given a 'pocket money' budget to spend on items- this will be supervised by Holiday Club team to ensure purchases are safe and suitable. For instance, allergen free, age appropriate, safe.

Wonderworks Policy- KEY ADAPTATIONS FOR USE DURING THE HOLIDAY CLUB

Due to the age of the children attending holiday club we have made some specific procedures to enable the safety of all and the smooth running of the facility. These key additions have been listed here- under each of the main policy headings.

The WonderWorks Policy 06.1 Promoting Positive Behaviour Policy

Promoting Positive Behaviour

The WonderWorks promotes positive behaviour in line with the company "**Promoting Positive Behaviour Policy**". This states:

"Children can only benefit from this fully where there are equally high standards and expectations of behaviour that are consistently delivered by staff. It is central to the philosophy of The WonderWorks (the company) that all staff should be positive at all times towards children, towards each other and towards the nursery."

We will adapt our approaches to supporting children's behaviour according to the situation and age/development of the child. We will always consider how the behaviour is impacting on others in the group and if it is putting others at risk. If we have concerns about behaviour, we may want to discuss and agree a plan with



parents. If in the event challenging behaviour persists and we have concerns for the wellbeing of staff and other children, we reserve the right to withdraw the place with immediate effect.

For full information on specific ways and processes in which positive behaviour is promoted and managed in the WonderWorks, please see the full company policy.

The WonderWorks Policy 46. Mobile Phones, Photography & Social Networking Policy

The WonderWorks Policy 07.1 E- Safety Policy

Children/ Young Person's (CYP) personal devices

We understand that Mobile phones are an important part of CYP lives and although we would hope that the activities, routines, and social opportunities available in our holiday club will keep CYP busy and we would encourage children not to bring them to Holiday Club; however we do not feel it would be fair to ban mobile phones completely.

Mobile phones and other devices may be used only at the discretion of staff and the Manager on site, and CYP may be given designated times/ areas to use their devices usually in chill out times after mealtimes.

Any children/ young people must sign their devices into the setting upon arrival and store them in the designated safe place for the duration of their time on site.

Devices being used by an individual must be signed out of the allocated 'safe place' for the duration of their use and will only be used in the designated areas where the team can provide some supervision.

The designated area will be away from the children attending the nursery space. This is to comply with the requirements for Early Years Provision

To ensure a democratic decision-making process is in place, decisions on the 'allocated usage times' and 'designated area' will be decided with input from CYP through discussions on the first day of attendance during a welcome meeting group time to set boundaries. This will be reviewed each week to refresh the rules and will ensure that any CYP joining the club later will also be involved in these discussions.

These discussions will then form a verbal/ written agreement between the adults and CYP which will be shared with and agreed by parents once finalised. Parents will be asked to sign to say they agree to support how mobile phones will be used in our Holiday Club.

When devices are in use, no cameras should be used, and any photographs should only be taken with the permission of a Camp Manager- all photographs/ videos will be checked for safeguarding purposes with the consent of the service user.

Staff members are to continue to follow general early years guidelines on e-safety and mobile phone use, stated in our standard policies as mentioned bellow.

The WonderWorks Policy 30.1 Safeguarding and Child Protection Policy



Friendships

Through our activities, games and routines our Holiday Club provides opportunities for CYP to develop new social contacts and friendships with children of all ages. We will monitor developing friendships to ensure that all children feel safe and respected. If staff have any concerns that a friendship is causing distress, anxiety or it is inappropriate they will record their concerns and discuss with the Manager. Depending on the situation one (or more) of the following actions will be taken:

- Talk directly to the CYP involved, share what has been observed and aim to resolve any problems swiftly.
- Talk with parents to share concerns and decide together on a plan to resolve any issues.
- Follow our safeguarding policies (if the friendship is inappropriate, unsuitable or unsafe).
- Reflect on the activities being provided and if necessary, adapt these to promote positive friendships.