

## **Welcome to Levendale Childcare Providers Ltd**

No more worrying about rushing through traffic to make it to school before the bell. You can relax in the knowledge that your child is being cared for in a warm, caring and stimulating environment. All our staff are DBS checked, Child Protection trained, have a Paediatric First Aid certificate and a Food Hygiene Level 2 qualification. Staff are qualified to a Level 2/3 qualification in childcare and are proud of their high level of commitment to continually develop their experience and qualifications whilst working within Levendale Breakfast and After School Club.

At Levendale we regularly evaluate our service and appreciate any feedback from Parents/Carers either verbally, through questionnaires or using the suggestion slips located on the Club's notice board. We also value feedback from the children. They complete a questionnaire about the club, fill in evaluation forms about our activities and the children are chosen for our Monthly Committee Board where they can write down any ideas they have about any new books, games, toys, activities and food they would like.

I hope this pack provides you with all the information you may need. If you have any other questions or concerns, please don't hesitate to get in touch with, Miss Vicki Keegan, Proprietor/Manager on 07377 808696 or on the club email: [levendale.childcareproviders@hotmail.com](mailto:levendale.childcareproviders@hotmail.com)

## Levendale Childcare Providers Ltd: Vision Statement

This statement outlines the services that children, parents/carers and the community can expect from our club.

At Levendale, our priority is the safety and welfare of your child/ren. Therefore, we have a thorough Child Protection Policy at the club, that is reviewed and updated annually, to make sure that all staff are made aware of and trained in any new safeguarding issues, that are brought in by the Local Authority. The club's Child Protection Officer is Vicki Keegan, Proprietor/Manager.

To have qualified staff who learn through their professional development at the club, any new skills and qualifications that are essential to their job. All staff are professional, motivated, enthusiastic and energetic with every child.

The club aims to promote an environment that is free from prejudice, a happy, safe, warm and stimulating area for all children to play, laugh, learn and develop freely while they are with us.

The club helps the children to develop responsibility for their actions, thus becoming competent, confident, independent and co-operative young individuals. We encourage the children to have a positive relationship, good attitude and respect for themselves, staff other children and equipment.

We actively promote the fundamental values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

This is interpreted for our youngest children as learning right from wrong, learning to take turns, share and challenge negative views and stereotypes. We do not promote views and theories that are contrary to established scientific or historical evidence and explanations.

Promote positive relationships with teaching staff/parents/carers and outside agencies, and to work in partnership with them. In doing so, we have a 2-way channel of communication that will help to deliver consistency, comfort and a high quality of care for the children at our club. We operate a Keyworker system for the children in the Foundation Stage. This involves 1-1 care from their named Keyworker, taking weekly

observations/photographs of the children and keeping track of their progress, which parents can see at any time.

Provide a weekly breakfast and snack menu that all children, no matter what their allergy or dietary requirement is, can enjoy. We encourage a positive relationship with food, by promoting healthy eating, and food that is colourful and appetising for the children. We also provide an allergen list of the food that we give to the children in the club, which is in our Parent Pack for your information. We plan weekly activities that are fun, educational, stimulating and accessible to all ages and abilities attending the club. We also provide opportunities for outdoor play and team games.

I hope this vision statement gives you a better understanding of how the club is run, the staff we employ and the activities we provide for the children in our care.

Many thanks,

Vicki Keegan  
Proprietor/Manager

## **Early Years Foundation Stage**

Play is vital for children, quite literally. All children should be able to play and learn in a fun environment with adults who understand and care about them. It isn't about introducing a curriculum for young children or making them read or write before they are ready, quite the reverse. It means being sure each individual child is learning through a high quality of play, that's tailored to them thus becoming confident, secure children who, when the time comes, are ready to reach their potential.

The EYFS document has been incorporated into Levendale Breakfast and After School Club by working closely with parents/carers, our Foundation Stage team and other settings your child may attend, to ensure that their interests and abilities are catered for, enabling each child to learn and develop through their play.

The club operates a Keyworker system for children within Foundation Stage. Staff will monitor your child's progress through carefully planned activities, observations and photographs and any relevant information will be shared with the Foundation Stage Team. Parent/carers shall be informed of their child's Keyworker upon completing the relevant registration forms and contract.

Any EYFS children attending the club, must be toilet trained before they start. This is due to the fact, that we don't have the same open plan changing facilities, as the school nursery.

## Childcare Provision

Levendale Childcare Providers Ltd is a registered childcare provider and registered with Ofsted. Vicki Keegan is the Proprietor/Manager of the club.

The club offers a Breakfast and After School service that operates five days a week- term time only. Any

All sessions must be booked and paid for in advance.

## Operational Times & Prices

Breakfast Club

7.40 am-9.00 am

Breakfast provided

£5.50 per session

After School Club

3.15 pm-5.45 pm

Healthy snack provided

£9.50 per session

Staff Member	Position	Qualification/Training
Miss Vicki Keegan	Proprietor/Manager Level 3	<b>BTEC National Diploma in Childhood Studies DBS cleared Child Protection trained 12hr Paediatric First Aid trained Food Hygiene Level 2</b>
Mrs Rachel Isherwood	Playworker	<b>Supporting Teaching and Learning Level 3 DBS cleared Child Protection trained 12hr Paediatric First Aid trained Food Hygiene Level 2</b>

Vicki Keegan is the club's registered provider and if you wish to contact her you can do so, on the club email. It is:  
[levendale.childcareproviders@hotmail.com](mailto:levendale.childcareproviders@hotmail.com)

The club has its own public liability insurance and policies and procedures which are located within the setting for the parents/carers reference if required. The club also has a Complaints policy which can be found within our policies and on our Parents Notice Board, this policy has been printed on to leaflet format so parents can take a copy away if required.

Levendale Breakfast & After School Club operates from within the school building and works very closely with school and its staff members. This enables parents and staff from both settings to work in partnership with each other and offer continuity to their child/ren.

Breakfast Club operates from 7.40 am-9.00 am. Breakfast is available for the children throughout the session in which we encourage the children to select and prepare their own breakfast (eg: buttering own toast, pouring their choice of cereal etc) Breakfast choices include: cereals, toast, pancakes, croissants, bagels, brioche, crumpets and fresh fruit. We also provide fresh orange juice, apple juice, milk or water to drink. For children within the Foundation Stage we will record and communicate any messages through the child's school contact book.

After School Club operates from 3.15 pm-5.45 pm and a healthy snack is provided. We promote self-choice and independence at the club, again by giving the children the opportunity to select and prepare their own snack (snacks include a selection of chopped fruit and vegetables, crackers, wraps, bread buns, pitta breads, toast, ham/chicken, tuna, cheese, butter or jam). Activities at after school club include outdoor play (use of climbing equipment, football, tennis, cricket, tent making, skipping, playing with board games and toys). We also have access to the school hall for indoor team games.

During the afternoon session's the children can take part in; arts & crafts, sand, playdough, drawing/colouring, painting, play with construction toys, role play, small world toys, reading, ICT and free play.

We pride ourselves at the club for providing a happy, safe, caring and stimulating environment where all children are free to be themselves, build friendships, relax, play and learn in surroundings in which they feel happy and comfortable.