St John. The Baptist VA Primary School

Little Disciples Childcare



Cynnig Gofal Plant Cymru The Childcare Offer for Wales

Addysg gynnar a gofal • Early education and care





"Caring for children, supporting parents, and sparking imaginations - where quality, affordability, and excitement meet!"



Parent/Carer Handbook 2024/2025

-Little Disciples Nursery Plus
-Little Disciples Afterschool & Holiday Club

Arolygiaeth Gofal Cymru
Care Inspectorate Wales

Clybiau Plant Cymru Kids' Clubs

Registered Charity Number: 1194380

CHARITY COMMISSION FOR ENGLAND AND WALES



Welcome to Little Disciples Childcare!

Little Disciples opened in September 2015 initially as an afterschool club. Over the last nine years, we have expanded our business to include a breakfast club and a holiday club. Last year, we further expanded and now offer Nursery Plus & Wrap Around Care for children in Nursery.
We currently run two services: "Little Disciples Nursery Plus" and "Little Disciples Afterschool & Holiday Club." Our Nursery Plus can look after up to 15 children at a time, and our afterschool and holiday club can care for up to 38 children.
Our service is managed by a committee, with the day-to-day operations overseen by our manager, Mr. Sam Gocher.

Our Motto is: "Caring for children, supporting parents, and sparking imaginations - where quality, affordability, and excitement meet!

At Little Disciples Childcare we aim to:
· provide a service that meets the varying needs of the community.
· to support families to access employment and training whilst their children are cared for in a high quality environment.
· provide an inclusive and accessible service to pupils and parents of St. John's School.
· to reduce the dangers that children may face without adequate care.
· to provide a secure, safe and happy environment, rich in a variety of rewarding and carefully planned experiences, so that children learn, play, achieve and have fun.
· to ensure that the Club is self-financing

Meet the Team!



Mr Gocher
Manager
Joined in September 2015



Mrs Eccles
Deputy Manager
Joined in September 2019



Miss Caddell
Nursery Plus Assistant & Nominated Deputy
Joined in March 2024



Kathy
Playworker
Joined in September 2015



Miss Ruby
Playworker
Joined in October 2021



Denise
Playworker
Joined in April 2022



Mr Freeman
Breakfast Club Assistant

Joined in September 2023



Miss Williams
Relief Playworker
Joined in July 2023



Hilary
Breakfast Club Assistant

Joined in May 2023

All staff members at Little Disciples have undergone enhanced DBS checks and possess the necessary qualifications, training, and experience to work with children. Each day, a senior staff member is in charge, and there is always at least one trained first aider present. We ensure that there are always two staff members on duty, maintaining a minimum staff-to-child ratio of 1:8.

Care Inspectorate Wales (CIW)

Little Disciples Childcare is a registered provider with the Care Inspectorate Wales which regulates childcare settings in Wales. Their job is to inspect and improve the quality of childcare.

The following services are registered with the CIW:
Little Disciples Nursery Plus (Sessional Day Care)
Little Disciples Afterschool & Holiday Club (Out of School Childcare)

In out last inspection which was held in January 2020 CIW rated us 'Excellent' in Wellbeing & in Care and Development, they also rated us 'Good' in Environment and Leadership.

In our last inspection, CIW Stated that:

- Children are confident communicators who are encouraged to speak and express themselves. They are offered extensive opportunities to make choices and decisions about what affects them. They enjoy their play and learning and have opportunities for a wide range of play and relaxation activities both indoors and out.
- Dedicated practitioners provide a nurturing and caring environment where they are highly responsive to individual needs.
- Leaders ensure the environment is safe and secure and health and good hygiene practices are in place. The responsible individual, leaders and practitioners work together and demonstrate a commitment to providing a good quality service.
- There are close partnerships with parents.

Complaints and Concerns

All concerns should be made to the Manager or directly to the Management Committee. It is always our aim to resolve issues in this manner and we work hard to ensure this happens. However, if you wish complaints can be made directly to the CIW and we can provide you with a copy of the complaints policy and procedure.

CIW can be contacted at:
Telephone: 0300 7900 126
Email: ciw@gov.wales
Welsh Government office
Sarn Mynach
Llandudno Junction
LL31 9RZ

Inclusion at Little Disciples

Little Disciples Childcare aims to provide a welcoming and supportive environment for all children, staff, and parents. Everyone will be treated with dignity and respect. The Club supports the integration and individual treatment of all children and adults wherever possible.

To promote inclusion within our setting, we:

- Consult with children and parents/carers about individual needs and preferences.
- Consider the individual needs and views of children when planning activities and purchasing toys and equipment.
- Aim to adapt our facilities and environment to cater to individual additional needs where practicable and reasonable.
- Monitor and record children's progress in consultation with parents and carers, discussing and implementing strategies as needed.
- Provide appropriate training for staff as required.
- Cooperate fully with outside agencies to meet the specific needs of each child.
- Work with parents/carers and relevant organisations to access additional funding and staff for one-to-one support if required.
- Agree on the level of individual care with parents, ensuring the privacy and dignity of the child is respected during intimate care (see our Intimate Care Policy).
- Promote anti-discriminatory practices and encourage a positive atmosphere for all.



Services we offer: Breakfast Club

Our paid Breakfast Club opens at 7:50 am. If your child is attending the paid Breakfast Session, they must arrive between 7:50 am and 8:20 am. We then run the Welsh Government Free Breakfast initiative, which provides a free breakfast from 8:20 am.

If your child is attending the free Breakfast Session, we ask that they arrive by 8:30 am to ensure they have a chance to eat before starting school.

Please bring your child to the main front door (Porch Door) and ring the doorbell. A member of the Little Disciples staff will welcome your child and sign them in. Please note that we stop serving breakfast at 8:30 am.
We offer children a range of activities, games, and entertainment, or just the chance to relax. Our resource area is always designed to be freely accessible and reflect the interests and needs of the children in our care.

A healthy breakfast will be provided for the children who attend the club. Fresh drinking water and fruit are always available.
New children are supported during their first weeks to ensure they are happy, making friends, and enjoying the activities on offer.



Key Facts

Paid breakfast club: 7.50am until 8.20am

Free breakfast club: 8.20am until 8.45am

Services we offer: Nursery Plus & Wrap Around Care

Nursery Plus is a fee-paying service we offer to parents, complementing the half-day session children are entitled to in school. Children can also attend our Little Disciples After School Club from 3:00 pm to 6:00 pm.

What will my child do in Nursery Plus?

In Nursery Plus, we lay the foundations for learning through play-based activities that prepare children for full-time school. We encourage personal and social skills through a combination of play-based and structured learning opportunities in line with the Curiosity Approach.

Children spend their mornings in Class 1 with Mrs. Betts (known as their Learning Entitlement) and then start Nursery Plus at 11:25 am with Little Disciples' staff (known as their childcare allowance, which is fully funded for working or studying parents).

Nursery Plus Daily Routine

Throughout the year, we help children progress to the next step in their development by observing them, developing their ideas, and providing opportunities for active involvement in their own play.

Once children have finished their Learning Entitlement at 11:25 am, they will continue learning through play. Here is an example of a typical afternoon at Nursery Plus:

Activity
11.25am – 11.50 – Story/Song Carpet time
11.50am – Toilet and Wash hands ready for dinner time
12pm – 12.30pm – Dinner time in Class 1
12.30pm – 1pm – Outdoor play in the Class 1 outdoor area
1pm – 2pm – Adult led activity, play based learning indoor and outdoor.
2pm -2.15pm – Break time in the Class1 outdoor area.
2.15-2.50pm – Finishing off activity/play in the outdoor/indoor areas.
2.50-3pm – Story and getting ready to go home or to club.



Little Disciples Afterschool Club

Little Disciples also offers an afterschool club service from 3:05 pm to 6:00 pm, Monday to Friday during term time.

We plan activities and themes every half-term based on the children's ideas and observations, linking them to their interests and hobbies. Each year, the children complete a One-Page Profile to share their likes, dislikes, and any important information with the club staff, such as preferences for activities and food.

Parents are required to ring the main porch doorbell and wait at the door while a staff member collects their child and retrieves their belongings. The staff member will then open the door and hand the child over to the trusted adult. If another family member is collecting your child, please inform the club so we can arrange a password for a safe handover.

Snacks and drinks are available during the session, adhering to our healthy eating policy and meeting the dietary needs and preferences indicated on the child's registration form. To ensure high levels of hygiene and safety, staff preparing snacks hold a Food Hygiene qualification.

Whilst at the afterschool club, your child will have the opportunity to play with friends, complete activities indoors and outdoors, or spend time in our quiet area. The activities are very much child-led, giving children the choice of what they would like to do.
We offer a range of resources, toys, and loose parts to support imaginative play. Additionally, we plan a variety of exciting activities to keep them engaged if they're unsure of what to do.



Holiday Club

Our holiday club is the perfect place for fun and adventure during school breaks! We're open Monday to Friday throughout the holidays (except for two weeks at Christmas).

Join us from 8 am to 5:30 pm for a day filled with thrilling activities inspired by children's ideas and interests. Whether your child loves exploring, creating, or playing, there's something exciting for everyone!

We provide a delicious breakfast and afternoon snack, while you pack a healthy lunch for your child. Fresh fruit and water are available all day to keep everyone energised.

One of our favourite activities is the forest school area on the school field. Here, kids can dig, get muddy, and enjoy a variety of fun games, embracing the great outdoors and making unforgettable memories.





How do I register?

Step 1. Visit https://littlediscipleslesoosc.ipalbookings.com/

Step 2. Select 'Register'

Step 3. Complete the new parent registration form and click register, at this point you will receive a confirmation email, please note this email may go into your junk folder, please mark it as safe.

Step 4. Once you have completed your registration you will then need to add your child or children. For more information and to watch the tutorial video to guide you through the registration process and learn how to book, pay and manage activity clubs visit https://www.ipal.education/parents-user-video , there are also helpful tips on the booking site.



Bookings

Permanent Bookings

This booking is if you require your child to attend on the same days/sessions each week for the whole of the school year. Please complete the 'Permanent Booking' section of our booking system iPal to book at a discounted rate for the year. Little Disciples will then confirm your booking with an email. If you wish to change a permanent booking, please contact the manager.

Adhoc bookings

Little Disciples take into consideration that there can be unexpected events and last-minute plans made during the year, this booking is if you only require your child to attend on the occasional day or there is a certain event or theme day they wish to take part in.

Once you've registered:

1. Login to your account at https://littledisciplesoosc.ipalbookings.com/app
2. Select 'Book now' on the left-hand side of the window
3. Click on the club you wish to book
4. Select which children you would like to book.
5. Select the Venue as 'St John the Baptist School'
6. Select the club below the venue.
7. Select individual dates on the calendar or 'All' dates on the right of the calendar.
8. Then select which session you would like your child to attend e.g. Early Pickup or the full session.
9. Then select 'Confirm Booking'
10. You will then need to select 'Payment type', if it's a booking for the year you will have to select 'Pay monthly' or 'Equal amounts'.

September 2024 Fees

At Little Disciples, our management committee is dedicated to ensuring that our childcare fees are fair, transparent, and reflective of the high-quality care and enriching activities we provide.

The committee, comprised of experienced professionals and community representatives, undertakes a thorough and thoughtful process to set these fees.

This process involves careful consideration of several factors, including operational costs, staff qualifications, and resources needed to deliver a safe, nurturing, and stimulating environment for the children.

Our goal is to balance affordability for families with the sustainability and excellence of our services, ensuring that every child can benefit from the enriching experiences at Little Disciples.

September 2024 Fees	
Welsh Government Free Breakfast Club 8.20-8.50am:	FREE
Permanent Breakfast Club: 7.50am-8.20am:	£5.50
ADHOC Breakfast Club	£6.00
Early Pickup by 3.30 pm:	£5.50
Permanent After School Club 3pm until 6pm:	£16.00
ADHOC Afterschool Club 3pm until 6pm:	£18.00
Holiday Club Full Day – 8am until 5.30pm	£40.00
Holiday Club Half Day AM: 8am until 1pm or PM: 1pm until 5.30pm (No Increase)	£22.00
**Nursery Plus (11.30am until 3pm)	£17.50



Lunch during Nursery+

At Nursery Plus, we understand the importance of a balanced meal to keep your child energised throughout the day. Our school kitchen offers meals at an additional cost of £1.40 per day. You will receive further information on how to book your child's meals in September 2024.

If you prefer to send your child with a healthy packed lunch, please ensure it is packed in suitable storage, such as a lunch box.



Childcare Offer for 3 to 4 years olds

The Welsh Government's Childcare Offer is a comprehensive initiative designed to support working parents by providing accessible, affordable, and high-quality childcare. This program offers up to 30 hours of combined early education and childcare for eligible working parents of three and four-year-olds, helping families balance work and family commitments while ensuring children receive a strong start in their educational journey. By investing in our youngest citizens, the Welsh Government aims to foster a nurturing environment that promotes early learning and development, benefiting both children and their families across Wales.

The Welsh Government's Childcare Offer provides up to 30 hours of combined early education and childcare for eligible working parents of three and four-year-olds. To qualify for this offer, families must meet the following criteria:
Age of Child: The child must be three or four years old.

Parental Employment:
Both parents, or the sole parent in a single-parent family, must be working.
Each parent must earn at least the equivalent of 16 hours per week at the national minimum wage or living wage. Parents earning more than £100,000 per year are not eligible.

Residency:
The child and parent(s) must live in Wales.

Other Considerations:
Self-employed parents and those on zero-hour contracts may also be eligible if they meet the income criteria.

Parents in education or training, or those in receipt of certain benefits, may not be eligible.

The Childcare Offer aims to support families by making childcare more affordable, enabling parents to work or increase their working hours while ensuring their children have access to quality early education. For more detailed information and to apply, parents can visit the official Welsh Government website or contact their local Family Information Service.

Paying for Sessions, cancellations and sickness.

Paying for Sessions

You are required to pay for sessions either by Bank Transfer, Cash, Cheques or Child Care vouchers. Please ensure that you label the envelope clearly and give it to the club manager or the school office.

If your child attends permanent sessions, you will be invoiced for your child's fees 2 weeks before the 1st day of the month. You should ensure that fees are paid promptly otherwise your child may not be able to attend the club until full payment has been received.

The iPal booking system will send out invoices and reminders automatically around the 21st of each month depending on your bookings. Once you pay via bank transfer or Childcare Vouchers it will be added to your wallet in iPal so you can see your updated balance.

Cancellations

We do not accept ad hoc cancellations, if your child doesn't attend the club for either medical appointments or holidays you will be invoiced as normal. This allows you to keep your child's place.

If you wish to cancel your child's place permanently you must send in a letter with the dates you wish to cancel your child's place and give 1 months' notice period to the club.

Sickness

We recognise that both staff and children are vulnerable to infections and illness and therefore ask parents/carers to refrain from bringing their children to the club when they are unwell. Little Disciples Out of School Club reserves the right to refuse entry to any child or family who, in the opinion of the Manager, who are not well enough to attend a session or pose a risk of infection to other children. We require written consent to administer any medication, if your child requires medication please ask a member of staff for a Medication Form.

Managment Committee & Policies

Club Policies

Little Disciples is a childcare provider and therefore has detailed policies and procedures in accordance with CIW (Care Inspectorate Wales) regulations and good practice. If you require any policies and procedures, please don't hesitate to contact the club manager. Our club policies and procedures are also available on our website.

Little Disciples Management Committee

The role of the Management committee is to oversee the running of the club ensuring that it runs smoothly whilst ensuring that a high-quality service is being provided. Little Disciples is a registered charity and our charity number is 1194380.
If you wish to send any correspondence to the committee, please send it into the school. The Management Committee consists of the following representatives

Mrs Anna Stephens (Chairperson & Responsible Individual)

Mr Sam Gocher (Club Manager & Person in Charge)

Mr David Dalrymple (Treasurer & Trustee)

Mrs Angela Latham (Trustee)

Mrs Janet Davies (School Representative)

Accidents & Security

Accidents

Unfortunately, accidents do happen. First aid is always administered by a qualified first aider, who will decide the most appropriate course of action. A written accident report will be emailed to you from iPal and information provided to the parent on collection. Please ensure that you sign any iPal accident forms.

Should a child need to go to hospital their parents will be immediately contacted. An escort will be provided if the parents are unable to get to the club.

Security

All children must be signed in and out on our daily register. Parents can collect children at any time during the session. Children may only be collected by a nominated person otherwise it is vital that you let the club know if a different person is to collect, as refusal may offend. We also use a password system as a means of communication between the Little Disciples team, yourself and an unnamed person collecting your child. Please confirm this password that you entered when registering with the iPal system.