



Welcome to Scamps Afterschool

At Scamps we completely understand how daunting and scary new environments and routines are for the children (and us as parents!). To try and put your minds at rest I will try and address some of the worries you may have in the early days at Scamps.

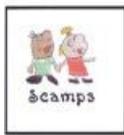
One of the ways we aim to alleviate this in the first few weeks is by making a short note of how the child has been to feedback at the end of the day. This is especially important if your child crosses over between sessions. Scamps is such a large building with lots of areas and rooms and I am aware that this can mean that when you are collecting, the staff member that may have been with your child in an area is not there to give the specific information of your child's activities. So, if you are anxious or worried please call in the day to catch up with the staff team who will be happy to give you feedback in relation to your child.

We also aim to write on a white board what the children could have participated in throughout each session so you can get a picture of your child's day. This can usually be found at where the children are signed in and out.

When your children enter the building alongside the registers they are also signed in and when you come to collect you will need to sign them out when you are leaving the building. Please also ensure that the main gate is always closed when entering and leaving the site.

In relation to a key person this is indeed something that we work with as part of the Early Years Foundation stage and as part of the settling in procedure. During the first few weeks the team will meet and discuss which key children they still have from the previous year and how many new key children there were going to be this term. The staff team will ensure they are supporting and observing the new children until the specific key children have been assigned. I feel passionately that it is important for the team to meet the children and see if any bonds are formed in the early stages as this will ensure that we meet the children's needs by pairing them with a member of the team they feel comfortable with-so that it is their choice. The team will then meet to discuss who they are bonding with and the relevant key person will be assigned for each child. This is when you will receive a letter introducing you to the key person and they would then make the time to try and meet with you and talk to you about your child.

Every child at Scamps Afterschool up until the August before their 6th birthday will have what we call a 'Special Moments Book' where the key person will put photograph's, pictures and observations etc to record your child's 'Special Moments'.



SCAMPS

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There are plastic wallets on the wall by the counter in the kitchen where each child has a wallet and any observations, pictures etc are placed ready for the key person to use for the 'special moments book' as all staff observe all the children to provide a holistic view of the child's time at Scamps. Please feel free to pop any pictures or notes that you would like included about their time whilst not at Scamps.

The after-school planning is always displayed on the wall by the front door for the parents and children to see what activities are put out daily and which staff members will be in each area. This is obviously subject to change based on staff attendance and daily needs of the children. When the staff meet on a weekly basis they have evaluated at the end of each session and use these evaluations and feedback from the children to plan the activities for the children that week ensuring the provision is child led.

The staff team is displayed on the main notice board by the desk to try and alleviate the first few weeks when you as parents/carers are unsure of whom each staff member is. Each member's role and picture is clearly displayed for parents/carers to see. The staff should also be wearing a uniform and a badge or a sticker with their name on to help with those initial meetings. We are also a sessional provision, so whilst we will have a core team who work throughout the day there will be other staff members who work solely for the Wraparound Provision and After school. We are extremely privileged at Scamps to have a staff team who are passionate about the children in their care and who are either qualified or in the process of obtaining a childcare qualification. The management team at Scamps are also clearly displayed on the notice board and on the Scamps website www.scampsteddington.co.uk where you can obtain all sorts of information and see photographs of the varying activities that may be provided whilst your child is at Scamps. I am the Senior Manager of Afterschool and my deputy is Tracey Ellard.

I really hope this information has helped to alleviate your worries. Please call whenever you like to see how he/she is doing -we really do not mind as we are all aware what an anxious time this can be and the transition from a nursery environment to school and sessional settings like ours. If you have any other questions please feel free to call or email and I will be happy to help.

Best Wishes

Tara Hagreen

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