



Welcome to  
Portstewart  
Afterschool  
Club

# Contact Details

Stepping Stones (main office + nursery)

15 Church Street

Portstewart

BT55 7AH

\*Afterschool club based at Portstewart Primary School

Tel: 028 70833200 (main office)

Email: [info@steppingstonescreche.co.uk](mailto:info@steppingstonescreche.co.uk)

**Manager:** Leanne McMullan

**Deputy Manager:** Carrie McClements

**Afterschool Leader + Designated child protection officer :** Natalie Scott

**Designated deputy leader:** Shauna Lafferty (based in nursery, will be in afterschool as and when required)

**Assistant:** Shannon Newton

\*Banking staff may also be used to cover on occasions

**Afterschool direct contact number:** 07864726513

Contactable through Famly app also!

## Values & Principles

Stepping Stones is committed to providing a welcoming, friendly and stimulated environment for children aged 0-12 years old, by acknowledging the children's achievements and supporting their learning progression through play. We encourage trust and respect regardless of race, religion, gender, disability special needs. Stepping Stones welcomes parents' involvement and guidance on these matters to enhance and support the children's growth and experience.

## Outings & Excursions

At Stepping Stones we aim to make the best of our location within the Portstewart area. This means wherever possible we like to let the children enjoy outdoors exploring and learning about safety when out and about. Afterschools will also when possible make use of the local areas such as parks.

## Sickness

In order to protect your child and other children, no child should be left into the setting if they are unwell. If a child falls sick during the session, their parents/guardians will be notified and they must be collected immediately.

Children must be free from infection before returning. Parents are asked to ensure that they can be contacted on an emergency number **at all times.** (please see separate policy in relation to illness)

## Equal

## Opportunities

Stepping Stones is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs, therefore we operate an Equal Opportunity Policy eliminating discrimination and ensuring equality in the group.

We are proud that our multi-racial and cultural composition. Stepping Stones activities are planned to extend the children's experience and knowledge of other cultures, languages and celebrations.

## Support/Additional Needs

In order to fully support all children within the setting it is important that staff are made aware of any additional needs or support that your child might require. This is to ensure that we can put a plan in place to fully support your child.

By putting a plan in place, we can identify areas that we can support your child and allows all staff to be aware of any needs and act accordingly, and can allow us to identify any resources/equipment that may be required to enhance your child's care.

## Afterschool hours/costs

Our setting is a not-for-profit organisation. This means that all money that comes in is put back into the setting whether this be through equipment, staffing, premises, training etc.

*Current fees are;*

2-3pm: £5

2-6pm: £16.50

3-4pm: £5.75

3-6pm: £14.50

\*An afternoon snack is included

We can accept payment through childcare vouchers, tax free government scheme and bank transfer

## Afternoon

### Snack

Each afternoon the children are served a snack, snacks for each day will be detailed in a 2 week rotating menu.

Please note the menu may be subject to change due to availability of certain food items and deliveries but we endeavour to keep it as close as possible. You will be able to see on the app what your child has ate each day.

During snack time, we promote independence through buttering own bread, pouring own water/milk etc.

## Behaviour

It is important that children are aware of boundaries within afterschool club and what is appropriate behaviour. Any issues with behaviour will be addressed with parents upon collection or through a phonecall, should this continue, we will ask for a meeting in order to discuss and put a plan in place to support staff and children.

# Our Afterschool Routine

**2.00pm** - Children begin to arrive at afterschool. A structured activity will be available for children who choose to take part (no child forced to take part). Free play activities will also be going on

**3.00pm** - Some children will go home, and other children will arrive.

Snack time will take place

**3.30pm** - Homework corner, free play

**4.00pm** - Outdoor/games/physical play

**5.00pm** - Structured activity available, TV/tablet etc. (limited and controlled basis), free play

**6.00pm** - Home time

*Please note:* this is just a general guideline of the structure and routine in place at afterschool.

We encourage all children to be involved in planning their day and how they choose to spend it as an important part of choice making. Children will be encouraged to take part in all activities going on at afterschool club

\*Toilets are out of sight within this afterschool club so we do allocated toilet breaks at 2.15pm, 3.30pm and between 4.30-5.00pm. We encourage all children to go to the toilet at these times but will accommodate if a child needs to go in between times

# Activities

(Below is just an example of some activities that might take place)

## **Arts & Crafts:**

Painting, drawing, junk art, model making, seasonal craft, playdough, slime, clay crafts etc.

## **Physical:**

Wide variety of games, park, walks, outside area, basketball, football, rounders, scooters, parachute etc.

## **Table top:**

Puzzles, lego, board games, construction

## **Imaginative play:**

Dolls house, home corner, puppets, dress up

## **Screen time:**

TV, tablets (educational games only), game console (games specified to age and suitability)

## **Quiet time:**

Reading, sensory resources—pop its, magnets, chill out time, bean bags, relaxing music

## **Structured activities: (goal orientated play)**

Cookery, step by step crafts, baking, competitions (art, building etc.), bug hunt, sock puppets etc.

# Afternoon Snack Menu

(this may alter slightly due to deliveries, food availability etc.)

In afterschools, there will days where a buffet snack will be available for the children to choose from the selection what they would like to eat themselves.

Children will be encouraged to butter their own breads, and pour their own drinks

## Week 1 Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Pancakes Strawberries, grapes Cheese Yoghurt	Toasted bread muffin Ham Apple and grapes No sugar angel delight	Cracker selection Cheese Raspberries and melon Custard	Toast Ham Strawberries and grapes Yoghurt	Fresh fruit salad Brioche rolls Natural yoghurt Cheese and ham

## Week 2 Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Cracker selection Apples and oranges Cheese Custard	Pancakes Berry selection Yoghurt Chicken slices	Brioche roll Apple and banana Yoghurt Ham	Bread muffin Fruit salad Jelly Ham and cheese	Toast Grapes and melon Rich tea/Oat biscuit Yoghurt

## Week 3 Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Wraps Raspberries and blueberries Yoghurt	Cracker selection Ham and cheese Fruit salad Custard	Bread muffin Banana and grapes Ham and cheese Jelly	Brioche roll Apple and orange Chicken Yoghurt	Pancakes Angel delight Strawberries and grapes