

# DPS OUT OF SCHOOL CLUB

Registration Number:S000932

Charity Number:103389

## ANNUAL GENERAL MEETING

Thursday 18<sup>th</sup> January 2024

## LEADERS REPORT

### REGISTRATION

- 40 families use the facility
- 48 children currently registered
- Full with waiting list for now and next year
- Adult to child ratio (1:8) is always maintained with at least 2 members of staff at any one time. Staffing reflects the number of children attending.
- Current fees- £4 first hour, £3.50 each hour / part hour thereafter.

### STAFF TEAM

C.Willis	Leader	T.Green	Deputy Leader
M.Allam	Assistant	J.Gasiorowska	Assistant
J.Wade	Assistant (relief)	H.Davidson	Assistant (relief)

### SAFEGUARDING TEAM

D.Thompson	Registered Person / Chairperson
H.Wilson	Designated Child Protection Officer
C.Willis / T.Green	Deputy Designated Officer

### OBJECTIVES & ACTIVITIES

We aim to provide high quality care in a safe, fun and stimulating environment. Positive relationships are fostered between the adults, children and their families. Staff are qualified and core training is updated 3 yearly.

Activities are planned on a weekly basis and reflect the time of year, different events and seasons. Regular children's meetings, sweet treat jar and listening to the children enables us to provide an environment that is stimulating and varied. Activities are also spontaneous reflecting the wishes, needs and interests of the children.

# **DPS OUT OF SCHOOL CLUB**

## **ANNUAL REPORT**

**2023**

### **REGISTRATION**

Numbers remained steady throughout the year with an average of 26 children attending daily. Majority of children went home at 4pm with reduced numbers after 4/5-6pm. Staffing was reduced to reflect the numbers attending. Justyna Gasiorowska joined the staff team.

### **COVID-19**

Covid-19 guidance was followed with additional measures put in place to continue to help stop the spread. From Monday 7<sup>th</sup> March 2022 the Department of Health's COVID-19 Childcare Guidance was withdrawn. However we continued with good health and hygiene procedures.

### **FUNDING**

Childcare Recovery Support Fund was utilised and funding was used to support the running costs of the setting.

Early Years Development Fund also enabled us to purchase new outdoor equipment as well as bringing in a coach who promoted the health and well-being of all the children. Healthy Kidz delivered fun and engaging physical activity sessions over the spring term and during summer camp.

Grant Aid payments, made by the Southern Trust to help support non-profit making organisations, was received in early January 2022. We received £1218 which contributed to the general running costs.

### **CASHLESS PAYMENT SYSTEM**

Payment via the school money app is continuing to work successfully.

### **CAMP**

25 children signed up to Easter Camp and was enjoyed by all. Summer Camp was very successful with 30 children who attended over the 3 weeks. Positive feedback received from children, parents/carers and staff.

### **ENVIRONMENTAL HEALTH- FOOD SAFETY**

An inspection was carried out on 21<sup>st</sup> June 2021 and we were awarded food hygiene rating of 5 with no requirements or recommendations.

### **EARLY YEARS TEAM**

No notification of an annual inspection between September 2021-June 2022.

## **INSURANCE**

The afterschool club is currently insured with Ansvar Insurance which commenced on 1<sup>st</sup> November 2023 and expires on 31<sup>st</sup> October 2024.

## **PAYMENTS**

Fees are added to Schoolmoney at the end of each week. Parents / carers have the option to pay weekly or in full at the end of the month. Payments up to the end of December 2023 have all been received.

## **TAX FREE CHILDCARE**

A few families avail of this government scheme but it may benefit more families. If eligible, for every £8 paid in, the government pays £2 towards the cost of child care. A letter has been sent home to inform all parents / carers of the eligibility requirements and benefits.

## **POLICIES AND PROCEURES**

All policies and procedures are reviewed annually and updated where necessary. Updated policies have been shared on the School App and all policies are available to read on the school website.

## **EARLY YEARS TEAM**

Notification has been received and our 4 week period begins on 5<sup>th</sup> February 2024. The Quality Area for this year's inspection will be Care Part 2 and Safeguarding.

## **CHARITY COMMISSION**

The annual report for 2022 year has been submitted. We are currently completing documents to forward to The Charity Commission for 2023.

## **GRANT AID**

The application form was submitted in November 2023 and we are awaiting payment.

## **FUNDING**

With guidance and support from The Mid Ulster Social Enterprise Programme we received funding from the following;

1. The Halifax Foundation - £3,000 towards staffing costs, £800 towards insurance and £500 for equipment.
2. The John Moore Foundation - £2,000 towards transport for trips during Easter / Summer Camps.

## **RESOURCES / EQUIPMENT**

Four new tablets have been purchased with the funding from Halifax. Board / card games and small world resources have also been purchased.