



Prospectus 2011/12

After School Care

Ofsted Registration EY422884

Qualified Carers:

**Kerry Gilder
Natasha White
Hayley Denton
Amanda Franklin**

Safeguarding Officer:

Elaine Hassan

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Introduction

Tumbletown is the premier Children's soft play centre in Basildon, which is Ofsted registered and pleased to offer the following extended day childcare services to parents with children within the local area.

Tumbletown offers a safe, fun, stimulating and continued educational experience for every child in our care.

This document contains information about our After School Club services including our aims and objectives and general information on Tumbletown.

Our childcare service is based within Tumbletown, so children are able to enjoy our soft play facilities and also have exclusive use of specific rooms within the centre. The rooms are set up with toys, equipment and child size seating and tables for the children to use.

We welcome parents/carers into our centre to see what facilities and activities we have to offer for your child/ren and for a chance to meet our friendly, experienced and qualified team. We want your child/ren to enjoy their time with us and for them to feel safe, secure and happy.

If at any time you have a problem or would like to speak to a member of our team please contact us during our opening times and an appointment can be made in order to discuss any concerns or queries you may have.

Tumbletown Ltd became Ofsted registered in February 2009 to care for 38 children. Maximum number of children occupying the allocated rooms are as follows: Blue Room = 9, Play Lounge = 9, Green room = 11, Orange room = 9.

Our Commitment to Quality

In order to provide a high quality child care setting for children 4 – 10 years old we are committed to working in partnership with parents/carers. We value our relationship with parents/carers.

We are also committed to working in partnership with 4 Children who are an organisation funded by the government who are responsible for providing support, guidance and training for all childcare provisions in the Essex area. We are also committed to working in partnership with Ofsted Early Years in order to keep up to date with legal legislation and meet the national day care standards for children under 8 years old.

In order to provide a high quality child care provision for your children we will carry out the following points below:

We will:

- Meet all requirements set out by Ofsted Early Years, ensuring that all day care standards are met and are put into practise on a daily basis.
- Meet all of the “Every Child Matters” agenda, providing care to meet all if its areas.
- Provide the best possible care for your children so that they are happy and feel safe and secure within the club, to provide activities which are appropriate for all children’s age and stage of development, which are challenging and fun.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, policies and procedures. The clubs policies and procedures can be requested at any time.
- Share and discuss your child’s achievements, experiences, progress and friendships within the club.
- Inform you of any negative behaviour or incidents which may have occurred at the club which your child may have been involved in or affected by. How the situation was dealt with, all incidents will be recorded in an incident book which needs to be read and signed by parents/carers when necessary.
- Advise you of and gain permission for outings and special events which may involve your child/ren.
- Listen to your views and concerns to ensure that we continue to meet every child’s individual needs, this includes parents/carers and children who attend the club.
- Ensure our team attend training courses regularly in order to enhance their knowledge and skills in providing a high quality child care for all children attending the club.
- Have at least 2 members of staff to be present on the premises at every session who hold a valid and in date certificate for paediatric first aid. Staff handling food are to have a valid and in date Food Hygiene Certificate.
- Have at least 1 suitable person on the premises at all times, a suitable person is a member of staff who either has a level 3 qualification in child care or is working towards a level 3 qualification and has at least 2 years experience working with children.

After School Club

The after school club is open Monday to Friday during term time only (excluding bank holidays). The after school club opens at 3.00pm and closes at 6.30pm. We cater for children from 4-10 years old.

Collecting Children from School

Children will be collected from their schools and brought to Tumbletown by a team member either in a team member's private insured car or by foot.

Meeting Points

All children where possible are to be collected from the school office area. It is the schools responsibility to make sure all child/ren are delivered safely to the office to meet Tumbletown team members.

We will try to endeavor that the same team member will collect from the same schools every day, sometimes this will not be possible due to staff off sick or on annual leave. The school receptionist will be notified if a different team member will be collecting the children.

Each child will be given a high-vis jacket to wear and the school receptionist/teacher will be asked to initial our register before each child is taken into our care.

Play Programmes and Activities

As a play setting we encourage children to enjoy a wide variety of play options including a range of toys and equipment e.g. games, puzzles, arts & crafts, books. Children are also able to play within the soft play area during their stay.

During their time in the session the children are supported in free play as much as possible to allow them to make their own choices in how they want to enjoy their session.

Homework Support

Please advise a Playworker if you would like your child/ren to complete homework while at the centre. Playworkers will be available to support children with homework from 4.00pm-5.00pm.

Please note however we are first and foremost playworkers and offer a safe play setting so will monitor the child's mood and ability after their day at school to ensure they are keen and willing to complete homework tasks. We will try our best to help all children with homework tasks.

Snack and Light Tea

On arrival each child will have the opportunity to have a nutritious snack and a drink. Snack time is at 3.30pm. A light cooked tea will be given to those children staying for the whole session at 5pm, Tumbletown do not consider this to be a main meal.

Children's Belongings

All Playworkers will try to ensure that all children bring their belongings from school to the centre with them. Children are responsible for making sure that they have all their own belongings with them and Playworkers will not take any responsibility for belongings that are lost or have been left at the centre. Playworkers will be available to help younger children to remember their belongings and to help them carry them if required.

Child Restraints

It is now a legal requirement for children under 12 years old to use the necessary child restraints when being transported in a vehicle. Minibuses are exempt. Children under 135cm in height will need to use a booster seat.

Tumbletown's policy is that booster seats will be used at all times for children who require using them. The centre currently supplies booster seats for all children who require using them.

Parent Parking

Tumbletown has plenty of easy access parking which is available at no cost.

Weather Conditions

If Tumbletown has to close suddenly then you will be contacted via telephone. This may be due to extreme weather conditions i.e. snow or foggy weather, where it may be too dangerous for team members to transport children from school. This is completely out of our control and hope that we never have to cancel the service at short notice for these reasons.

Teacher Training/Holiday and Sick Absences

If any schools are closed for teacher training days or maintenance problems, then the centre will be unable to care for children until 3.00pm unless prior agreed. We do not provide full day care during term times this service is only available during school holidays and half terms. In these circumstances you will have to make arrangements for your child/ren to be delivered to the centre.

It is the responsibility of the parent/carer to inform their child/ren's teacher of the days their child/ren will be attending Tumbletown. It is also the parent/carers responsibility to inform team members if their child/ren do not need to be collected from school due to sickness, holiday or any other reason. Please telephone the centre by 2.00pm on the day or alternatively advise team members in advance if you do not require your child/ren to be collected from school. Team members need to be sure of the children they are required to collect from school due to safety reasons.

Staff Qualifications & Responsibilities

<p>Elaine Hassan</p> <p>As one of the owners of Tumbletown. Elaine is also currently studying the Playwork Level 3 qualification and is responsible for the overall running of the centre and all staff.</p>	
<p>Kerry Gilder</p> <p>Kerry is the Centre Manager at Tumbletown and has been part of the team for 3 years, she is currently studying the Playwork Level 3 qualification. Kerry is Pediatric First Aid trained. Kerry is responsible for the booking and co-ordination of the childcare services at Tumbletown.</p>	
<p>Natasha White</p> <p>Natasha is one of the Supervisors here at Tumbletown. Natasha has a BTEC National Diploma in Caring Services (Nursery Nursing) Level 3. Natasha is Pediatric First Aid trained.</p>	
<p>Amanda Franklin</p> <p>Amanda is one of our childcare assistants. With 4 years experience working with children. Amanda has previously worked in nurseries and crèches and with children with special needs. Amanda holds the BTEC National Certificate in Early Years qualification Level 3 and is first aid trained.</p>	
<p>Hayley Denton</p> <p>Hayley is also one of our childcare assistants. With 6 years experience working with children in nursery settings and as a holiday rep. Hayley has been at Tumbletown for almost 2 years, she holds the Childcare Level 2 qualification and is Pediatric First Aid Trained.</p>	

Price List & Fee's Information

Registration Fee

£10 per child – This covers the cost to register your child with our setting and is required to ensure your child's place.

After School

£9.50 per child

Session runs from 3pm – 6.30pm and includes snack, drinks and light meal.

Fees Policy

When booking your child/ren into Tumbletown you are asked to respect our fees policy and abide by our booking terms and conditions, which is given to all parents/carers once your child/ren are registered at the centre.

Fees are to be paid in advance of all childcare provisions, if no payment is received no childcare service will be provided.

Subject to availability you may change the days your child is collected on a monthly basis. You will be required to give one month's notice to leave the After School Club.

How and when are fees to be paid? How will I know how much to pay?

Fees are to be paid monthly in advance not in arrears. You will be issued with a fees invoice that will give you a breakdown confirming the dates your child will be attending the centre that month and when the fee's are due by.

We accept cash, debit/credit card payments, we are fully Ofsted registered so you may be eligible to claim Child Tax Credits to help with the costs of your childcare.

Fees invoices will either be sent to your home address or will be given out to you when collecting your child/ren from the centre.

What holiday and sickness am I entitled to and when does this start and finish?

Every child attending the centre will be entitled to 1 week's holiday during the school year from September to July. Please advise us at least one month prior to your holiday so your fee's invoice can be amended accordingly.

If your child/ren is off school due to sickness you will still be required to pay for fees in full, no alternative day will be offered.

Price List of Charges, Fines and Extra Fees

Please note the following charges or extra fees may be added to your bills the following month if:

Parents do not inform club staff that their child/ren does not need collecting from school	£2.50	This charge will be stated on monthly invoices
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Extra Fees

Registration Fee	£10.00 per child
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Late Collection	£12 per child per 15 mins
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Underwear / Replacement Clothing	£1 / £3
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Menu – Meal Plans & Special Dietary Needs

At Tumbletown we promote a healthy eating policy, all meals made for the children in our care will be healthy, balanced and nutritious. Tumbletown's kitchen team members are responsible for the safe preparation and handling of all food.

All team members have been trained to handle food and prepare all meals freshly from our kitchen.

Fresh drinking water will be available to all children at all times. All dietary requirements are kept on record from information we receive from parents/carers.

Our menus can cater for people with religious beliefs and cultures. This also includes children who are vegetarian. Allergies and special dietary requirements are not normally catered. **We ask parents to cater for children's food allergies.**

Please note only food that is prepared or sold on our premises can be consumed on site.

There are a range of food options available within each meal period which we allow the children to choose from.

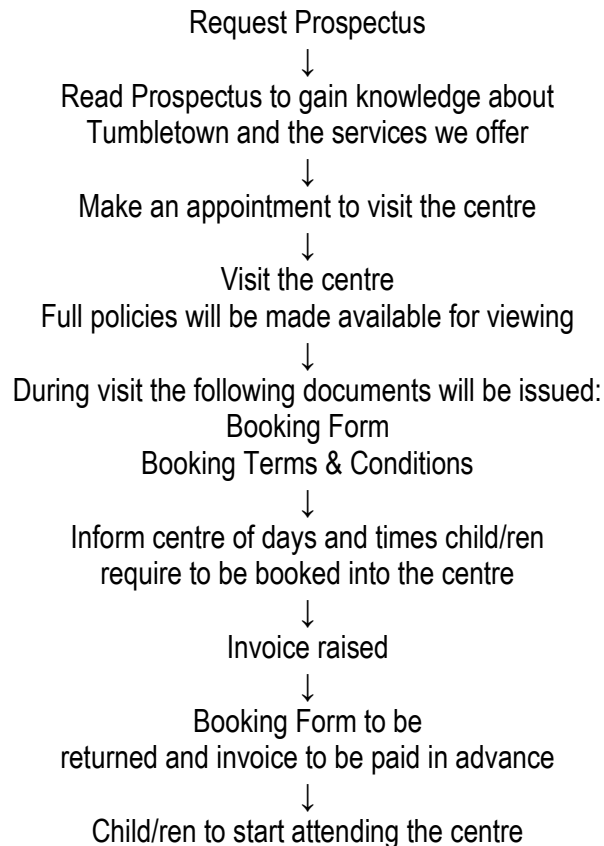
Snack Times	Light Tea
Carrots, cucumber and grapes Raisins, banana and apple Cheese cubes breadsticks Biscuits Crackers Bread Spreads (Jam, Cheese, Marmite) Yogurt	Potato skins filled with cheese and bacon Tomato Pasta Beans on Toast Hot Dog Homemade Soup served with bread & butter Cheese on Toast Scrambled Egg on Toast

Orange/Blackcurrant Squash and water available throughout the session.

Booking a place for T-Town After School Club

You can come in and visit us during our normal opening hours Monday – Friday 10am – 6pm, Saturday – Sunday 9.30am – 6pm to enquire about our childcare services.

Admissions Policy



Under no circumstances will a child be allowed to attend until the Registration Form has been returned and signed by parent/carers and the invoice has been paid.

If there are any questions you would like answered before completing the Registration Form please do not hesitate to contact one of our team.