



Prospectus 2010/11

Holiday Club

Ofsted Registration EY390791

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 wrap around 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 Holiday Club services including our policies and procedures, 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 2010 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.
- To 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, polices and procedures. The clubs polices and procedures can be found in the front entrance.
- 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.
- To 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.

Holiday Club

The holiday club is open Monday to Friday from 8.30am-6.30pm (excluding bank holidays) and available to children aged 4 – 10 years old, from 25th July – 26th August 2011.

We also offer half day sessions:

Morning session 8.30am-1.00pm

Afternoon session 1.00pm-6.30pm

Play Programme/Activities

Each week we will have a theme of activities that we work to, in order to keep the activities new and exciting for the children attending.

This summer our themes include: T-Town's got Talent, Magical Town Emporium; I'm a T-Towner Get Me Out of Here and Fantastic Friends.

Each day consists of a plan of activities; weather permitting the children are also taken out of the centre each day to experience an outdoors activity.

Throughout each day a range of resources and play activities are organised in addition to the children being able to play in the frame. These include arts & crafts, face painting, messy play, puzzles, board games and dressing up. The local outdoor activities include visits to Wat Tyler Park, Gloucester Park, Noak Bridge Park where children can partake in team games, picnics and enjoy the facilities.

We will also be running local excursions at an additional cost. These trips include Swimming at Basildon Sporting Village, Pond Dipping at NPower Station in Tilbury, Barleylands Farm / Pottery Barn and National Trust Properties.

All information regarding activities children will be able to participate in while attending during the holidays are detailed on the schedule displayed on the parents/carers board.

Lunch/Snack Arrangements

Children will be given two snack breaks each day at 11am and 3.00pm, Lunch will be served at 12.30pm and a light tea at 5pm. We do not serve nuts within any of our snacks or meals due to children who may have allergies to peanuts which can cause an anaphylaxis shock which is a very dangerous and life threatening condition. We ask parents/carers to not send their child/ren into the centre with any other foods.

During the morning and afternoon each child will be given a choice of a nutritious snack and refreshments.

Our meals are cooked freshly on site each day by one of our experienced chefs.






Changes of Clothes and Applying Sun Cream

Please make sure that younger children who attend the club may need to bring along with them a change of clothes in case of toilet accidents. Parents are also advised to bring sun cream in for their child/ren if the weather is hot.

If you require your child/ren to have extra sun cream applied during the day a written letter needs to be handed in to the holiday supervisor giving team members permission to help child/ren with applying sun lotion. Please note sun cream needs to be supplied as the club will not supply any children with sun cream due to allergies and medical conditions. Drinks are always available for children to prevent dehydration.

Please ensure that sun cream does not contain any nut products as we will be unable to use this sun cream on your child/ren

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 for has been part of the team for 3 years and 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.</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

FULL DAY CHARGES

1 Day	-	£28
2 Days	-	£56
3 Days	-	£78
4 Days	-	£112
5 Days	-	£125

Half Day £15 (8.30am - 1pm or 1pm – 6.30pm)

Fee's are payable in advance of children attending holiday club. An invoice will be issued confirmed dates booked and when the outstanding amount is payable.

When booking your child/ren into Tumbletown you are asked to abide by our booking terms and conditions, which are 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.

Price List of Charges, Fines and Extra Fees

Late Collection	£6 per child per 15 mins
Underwear / Replacement Clothing	£1 / £3

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.

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

We ask parents to cater for children's food allergies.

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

Snack Times	Lunch	Light Tea
Carrots, cucumber and grapes	Mini pizza, wedges and sweet corn	Potato skins filled with cheese and bacon
Raisins, banana and apple	Sausage, Mash and Beans	Tomato Pasta
Cheese cubes breadsticks	Chicken Nuggets or Fish Fingers	Beans on Toast
Biscuits	Chips and mixed veg	Hot Dog
Crackers	½ jacket potato with choice of topping (cheese, beans, tuna) served with side salad	Homemade Soup served with bread & butter
Bread	Tuna pasta bake	Cheese on Toast
Spreads (Jam, Cheese, Marmite)		Scrambled Egg on Toast
Yogurt		

Orange/Blackcurrant Squash and water available throughout the session.

SPECIAL DIETARY NEEDS

There are many other food options available, menus are planned on a weekly basis and can change from the plans above. If your child has any food allergies or dislikes please inform staff as soon as possible so there needs are able to be catered for

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 for – please speak to one of our team for further details as we may be able to make special arrangements to support this.

Booking a place for T-Town Holiday Club

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

Admissions Policy

Request Prospectus & Registration Form

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Read through to gain knowledge about Tumbletown and the service we offer

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Make an appointment to visit the centre

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Visit the centre

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During visit the following documents will be issued:

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Booking Terms & Conditions

Policies

Parent Guide

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Inform centre of days and times child/ren require to be booked into the centre and hand in completed Registration Form

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Invoice raised

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Invoice to be paid in advance

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Child/ren to start attending the centre

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

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