

## What we provide

The sessions are for children aged 3 – 11.

The children are taken into class when school starts in the morning. At the end of the school day a member of staff collects the children from their class.



A wide range of age appropriate activities are provided for the children.

Our aim is to promote learning in activities whilst being fun and engaging! As an out of school club we are required to follow the Early Years Foundation Stage Curriculum, this means we plan activities for the children under 5. We also plan activities for the rest of the children so every age is catered for.

We feel it is important to meet every child's needs; therefore we evaluate the activities on a regular basis to ensure that all children's likes and interests are taken into consideration.

## Food and drink

As our centre promotes healthy eating, the children are offered a choice of nutritious food at breakfast and a snack in the afternoon. A copy of the menu is displayed for your information.



If your child has any special dietary requirements please inform a member of our staff when completing the admission form.

If you require any further information about the food we provide please ask a member of our staff.

## Policies

All our policies are available for you to look at in full in our Parent/Carer Handbook which can be accessed at the Children's Centre reception.

## Safeguarding and Promoting Children's Welfare

All staff has a responsibility to report any concerns regarding the welfare of children in our care to the local Social Services Department.

Please see our Parent/Carer Handbook for further information regarding safeguarding of children.

## Complaints and Suggestions

The Children's Centre is committed to providing a safe, stimulating consistent accessible service to children and their Parents/Carers. We always aim to provide high quality services for everyone but accept that sometimes things do not always go to plan. In such circumstances we want to know so that mistakes can be rectified. Parents/Carers are requested to inform us of any problems arising either by informing a member of staff or by completing a comments sheet which is available at reception.

Please see our full complaints procedure for further information.

## Health and Safety Policy

Describes how the centre will provide adequate control of the Health and Safety risks arising from work activities.

Read Aims:

Overall responsibility is that of the Head of Centre and the Centre Manager.

In the absence of the Centre Manager the responsibility will lay with Shazia Rashid.

Play workers have a responsibility to take care of the Health and Safety standards are maintained within the Breakfast and After School Club – inside and outdoor areas.

Employees have a legal responsibility to take care of the Health and Safety of themselves and each other and co-operate with management to help comply with the law.

Any concerns should be addressed with persons stated above: Head of Centre, Manager and Site Manager.

Site Manager has a daily overview of the site.

Please see our full Health and Safety procedure for further information.

## Price List

Breakfast Club: £3.00

After School Club: £9.00

Both sessions: £12.00

For any further information on prices or methods of payment please contact the Children's Centre.

If you have any suggestions for the club or require any further information, please do not hesitate to contact a member of our team.



## Opening Times

Morning Sessions: 8:00 – 8:50

Afternoon Sessions: 3:00 – 6:00

## Our Team



Shazia Rashid



Stephen Logan



Adelle Shaw



For more information about the Centre please contact:  
Head of Centre Ms M Tapp

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[Kimberworth.childrenscentre@roth.go.uk](mailto:Kimberworth.childrenscentre@roth.go.uk)