

Worcester College of Technology Childcare Services

Mission Statement

We will provide a happy, secure and stimulating environment where learning through play is purposeful and fun.



“Developing the whole child”

Community Play-tec Mobile Crèche

COMMUNITY PLAYTEC is the provision of a mobile crèche facility, to support adult learning opportunities being delivered in outreach venues within local communities. By delivering this service we aim to support parents and carers, enabling them to improve their skills through training and learning with equal opportunity.

Community Playtec Mobile Crèche is part of Childcare Services, Worcester College of Technology, Deansway, Worcester WR1 2JF.

We provide a team of staff and equipment* to supply high quality childcare in the community.

* Where crèche service users are providing toys and equipment on site, it is vital that they are easily accessible and in good condition.

The Community Childcare Co-ordinator will assess the suitability by prior arrangement, to ensure a wide range of stimulating activities is provided. Costs adjusted accordingly.

STAFFING

Our Lead Crèche Workers are experienced and fully qualified to Level 3 minimum, assisted by other staff members with varying degrees of qualifications and experience.

All staff undertake Paediatric First Aid training.

All staff have undergone statutory checks with Ofsted.

VENUES

New premises are assessed at least 6 weeks before the crèche can operate.

Allocated childcare rooms are assessed to ensure standards meet Ofsted requirements, by prior arrangement with the Community Childcare Co-ordinator. This is to ensure that all health and safety issues are dealt with and the venue is suitable for childcare.

Please contact the co-ordinator directly to discuss your requirements

CHILD AGE RANGE

3 months - 8 years

The maximum number of children under 2 years of age may be limited according to legally required room space.

Limited to a maximum 26 children at any one time.

The upper age limit may be expanded subject to circumstances

OUR AIM

Our main aim is to provide a happy, secure and stimulating environment where learning through play is purposeful and fun. Sessions are planned to ensure each child's individual needs are met.

We provide a varied range of activities to promote learning and development, ensuring a balance of care, social skills, physical play, intellectual development and enjoyment.

SESSIONS

Term Time Only

We operate for a minimum 2 hours normally between 9:30 – 11:30am and 1:00 – 3:00 pm, but can be flexible around crèche user needs.

Maximum 4 hours per day for regular crèches.

Occasional ALL day crèches may be provided up to 5 days per year in any one venue.

Training providers/crèche users are directly responsible for booking and paying for the rooms required at the venues (including the room allocated for the crèche facility) When supplying our toys and equipment, an extra hour must be allowed when crèche users book the designated childcare room at the venue.

(½ hour before, for crèche staff to set up and ½ hour for clearing away after the session)

Equipment already on site requires ¼ hr set up and ¼ hr clearance time

ACTIVITIES

We offer a variety of activities planned to encourage individual development having regard for the “Foundation stage” framework to support children in their earliest years.

- Creative - e.g. painting, drawing, collage
- Tactile - e.g. sand, water, dough
- Imaginative - e.g. role play, dressing up, small world toys
- Toys and Games - to help each child develop naturally at his/her own pace
- Cookery (where venue allows)
- Outdoor Play (providing the outdoor area is safe and secure)
- Investigation - variety of equipment to encourage the children to handle, Investigate and learn from first hand experience
- Books, Stories, Music - to encourage language development, listening skills and Enjoyment of stories and songs

All children are encouraged to learn personal hygiene skills and are provided with a healthy choice of snacks and drinks at refreshment time.

We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

COMMUNITY PLAY-TEC MOBILE CRECHE COSTINGS 2009 - 2010

Minimum charge for 2 hour session including staff set up and clearance time

No. of staff (WITH EQUIPMENT)		(WITHOUT EQUIPMENT) *
2	£ 83	£ 65
3	£ 117	£ 93
4	£ 151	£ 121
5	£ 185	£ 149

**(Without equipment)*

Where crèche USERS are providing toys and equipment already on site, please ensure that toys and equipment are kept to full capacity and in good condition over the crèche period. Inform the Lead worker in advance of sessions if any equipment is likely to be unavailable.

Should it be necessary to supplement the equipment on site, notice will be required and an extra charge will be made.

Additional hours @ £ 6 per ½ hour x No. of staff

Mileage will be charged for crèches operating outside of the Worcester City boundaries @ 40p per mile.

5% Reduction on continuous bookings of 7 weeks or more

The number of staff deployed to sessions will depend on the ages and number of children booked to attend, according to the following ratios.

Minimum Adult to Child Ratios

- 1 : 2 aged Under 1yr
- 1 : 3 aged 1 - 2 yrs
- 1 : 4 aged 2 years and above

- **Extra staff may be required for children with special needs and groups entirely consisting of under 2s.**

FLEXIBILITY

Community Playtec is flexible to meet the needs of our service users.

Please discuss your requirements with the Co-ordinator

CONTACT (01905)725574

Louise Henry, Community Childcare Co-ordinator Mobile : 07977252621

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Lorna Connolly, Head of Childcare Services Mobile : 07977252645

**Community Playtec Mobile Crèche,
Childcare Services,
Worcester College of Technology.**

All Saints Building,

Deansway,

Worcester

WR1 2JF

Crèche Booking:

- A firm booking is required the term before crèche is due to take place.
- A 50% deposit is normally required to hold the booking
- Confirmation of numbers is required at least 6 weeks (or ½ term) before the booking. On confirmation of numbers a final price will be given.
- Staff may be added if there is an increase in child attendance during the course. Invoices will be adjusted accordingly on final balance.
- Reductions in staff will not be considered.
- If numbers are uncertain the following arrangement may be pre-booked :
(1 extra staff member on first 2 sessions only, to provide maximum ratios till accurate numbers of children attending are established, and then continue to be staffed accordingly)
- The deposit is non-refundable in the event of a cancellation.
- Cancellations within two weeks of the booking will be liable for the total amount of the booking.
- We reserve the right to cancel the booking if we have not received any prior payment.

Venue booking:

- *Training providers/crèche users are directly responsible for booking and paying for the rooms required at the venues (including the room allocated for the crèche facility)*
- *Extra time must be requested when crèche users book the designated childcare room at the venue, to allow crèche staff to set up and clear away the play area*
- *When booking venue please confirm with the Community Childcare Co-ordinator that the allocated crèche room has been assessed as suitable for crèche use.*

During sessions:

- ***No unauthorised entry into crèche room while children are present, including venue centre staff and training providers.***
- ***In order for children to settle into crèche, parents are asked not to call in when on a break, and avoid being seen before end of session, as it can be upsetting for all children.***
- ***Parents can be assured that they will be directly contacted by the crèche staff if a child has difficulty settling.***
- ***Advise Co-ordinator directly of any Cancellations or changes to bookings. Please contact mobile no. if immediate changes need to be notified.***

Louise Henry, Community Childcare Co-ordinator
Childcare Services, Worcester College of Technology

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