



Dear Parent/Carer,

Before and after school provision

Central Education are offering before and after school provision.

The club will be open to all children from reception through to year 6. The Club will be based in the main school, and we will have access to the playground. At Central Out of School Club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

About Central Education:

Central Out of School Club is run as a private business. We enjoy a close working relationship with the schools in which we work in order to ensure continuity of care and to maintain good communication links. Our group company, Central Education with partnership with LCS, works with over 80 schools and are the leading company in the UK for PPA cover, before and after school club provision and extra curriculum activities. We also provide Ofsted registered childcare during the school holidays.

What we offer in the out of school clubs:

Our Clubs follow the Play work Principles, so children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, quiet area, craft, board games, construction, physical play and reading. At least one structured activity is delivered at each after school club session by the Club staff members, as well as the full range of free choice activities.

What we provide:

At Central Out of School Club we provide breakfast during the before school session which consists of a breakfast bar, toast or cereal and milk or water. A snack is also served at each after school club session such as fruit and yogurt, brioche buns or rice cakes. The food we provide at the afternoon session is not intended as a substitute for a main evening meal. The breakfast and snacks provided are in line with our healthy eating policy, and fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible.

Staffing:

Our setting managers are all Level 3 childcare qualified to a minimum, with the setting manager for The Oval holding a degree in childcare studies. Each setting then has a deputy manager (minimum level 2 childcare qualified) and a play worker where numbers allow. All our staff undertake continual professional development training, are DBS checked and paediatric first aid trained. Our insurance stipulates a ratio of 1:15 for children aged 4 and over which is in line with government guidance.

Policies and procedures:

Each Club has clearly defined policies and procedures, with copies available on request. Copies of the full policies are kept at each Club and are available for parents to consult at all times.

Booking:

Booking for all sessions is in advance via an online portal which accepts credit/debit cards, childcare vouchers and the government tax free childcare scheme.

Booked sessions unfortunately can't be moved or cancelled and must be paid for regardless of attendance. Should your child be booked in for a session and either be absent from school or collected as normal at home time, we require prior notification to the Club manager via phone call for safeguarding purposes. Children will not be permitted to stay at the club unless they have been pre booked online.

Please note, our places are limited and once a session is full, the system will not allow any further bookings. To register and make a booking please visit **www.centraleducation.co.uk** and follow the link under the 'book' tab.

Costs

7:30 – 8:45, £5.10 per child (10% sibling discount)

3:15 – 4:15, £6.05 per child (10% sibling discount)

3:15 – 6pm, £10.85 per child (discount applies with weekly block booking)

To register and make a booking, please **visit www.centraleducation.co.uk** and follow the link under the 'book' tab. Places are limited at each session. We look forward to seeing you soon!

Kindest regards,

Cassey O'Brien

Extended schools lead