

Find out more about us

You are welcome to come and visit us during any Thursday After School session , before the end of term (*except 10th July when children will be attending their school disco*).

If possible, please email us on cpaws@communityplaycentre.org

or, text us on **07582688105**, so that we are expecting you.

Please note our Club mobile phone is only turned on when CPaws Club is open.

If you wish to make other arrangements to visit please email us, and we will try to find a time that suits you.

Booking Forms

The Autumn Term booking form is available to print from our website, or you can collect the form from us at the Pavilion.

We require a booking fee of £20 per child, with your booking form, and this will be credited against your first invoice.

You can return the booking form by email, and make your payment by bank transfer to Nat West. a/c no. 46069151 sort code. 60-01-18 using your child's name as a reference.

Or, return your printed form to us at the Pavilion, with a cheque payable to Community Playcentre@ Walberton (CP@W)

Once we have received your booking form we will contact you, to complete your child's registration, and arrange your child's induction.

The Community Playcentre @ Walberton is a charitable company limited by guarantee.
Reg. Company No:07640357 Reg. Charity No: 1143734



C Paws Out of School Club



CP@W is registered with Ofsted to run a Breakfast and After School Club (Out of School Club), which the children have chosen to call **CPaws Club**.

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Aims

At CPaws 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.

What we offer

Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will be a selection of activities and resources available, including craft, board games, construction, physical play and reading. In addition other resources are available for the children to select.

Organisation

CP@W is run as a registered charity, currently employing three staff plus bank staff, there is always at least two members of staff present in any session. CPaws Club enjoys a close working relationship with **Walberton and Binsted CE Primary School** in order to ensure continuity of care, and to maintain good communication links.

Children who attend a breakfast session choose their activities and have their breakfast, then they walk across to school with our staff; one member of staff always remains in the playground until the children have all gone into their classrooms. After school session children are collected from their classroom, walk across to the Pavilion for fruit and drink, before choosing the activities they would like to get involved in. After school sessions will include some outdoor activities unless the weather makes it impossible. The full After School session includes a high tea. CPaws Club children wear high vis jackets whenever they are outside the Pavilion, to ensure they can be identified and supervised at all times.

From September 2014 the club will be open from 7.30am – 9.00am every morning, and from 3.15pm – 5.45pm, every afternoon, except Wednesday which is 3.15pm -5pm. The Club is open during term time only but sessions will not run if there are no children booked in. **You need to book the sessions for the Autumn term, that you wish your child to attend as soon as possible, but where possible by 22nd August, we will allocate places on a first come first served basis.** As a new setting we do not yet have an inspection report from Ofsted, but we are committed to working at a high standard, and look forward to being graded.

The Pavilion, by the Walberton Recreation Ground, is our temporary premises while we wait for our dedicated Playcentre building. We also have access to the recreation ground and enclosed playground which enhance the quality of our service.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in our Handbook. Copies of the full policies are kept at the Club, and are available on our website, www.communityplaycentre.org and are available for parents to consult at all times.

Fees

The 2014/15 fees for advance booked places are **£6 per child per Breakfast session, and £13 per child per After School full session (£9 for the shorter session on Wednesdays).**

Fees are payable monthly in advance by cheque, bank transfer or childcare vouchers. We are happy to accept childcare vouchers from most schemes. Invoices are issued at the beginning of each month for booked sessions.

The price per session per child applies to all children. This is payable for all sessions for the whole term, including when your child is not attending, is sick, or on holiday (regardless of the amount of notice given).

We do not open on, or charge for, bank holidays, school holidays and professional training (INSET) days.

Once a child is registered we will do our best to accommodate bookings for ad hoc additional sessions but cannot guarantee availability. **Ad hoc sessions** can be booked in writing, email, text or phone call by the registered parent/carer. These sessions are invoiced monthly in arrears, there is an increased charge of **£7.50 per child per breakfast club session, and £15.00 per child per after school club session, (£10 for Wednesdays shorter session)** to cover the associated administration.

We also offer Sibling After School sessions from 3.15 to 4. pm every day, including fruit and drink, for £5 each session, these can be booked or ad hoc.

Food we provide

We offer children a choice within a range of foods, and our breakfast and afternoon tea are a social occasion where we all sit down to eat together. We promote independence, by encouraging the children to choose and prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.