

Kaleidoscope



Out of School Childcare
Facility



Breakfast
Club

After school
club

Holiday
club



Contact us on:

Tel: 07884 187967

Website: www.kaleidoscope.osc.co.uk

E-mail: kaleidoscope-osc@hotmail.co.uk

Ofsted URN: 257904

Browick Road Primary
and Nursery School,

Browick Road

Wymondham

NR18 0QW

Welcome to Kaleidoscope!



Welcome to Kaleidoscope, we are an Out of School Childcare facility, based at Browick Road Primary and Nursery School. We offer breakfast and afterschool club sessions and also operate during the school



Our room is equipped with high quality resources that is suitable for all ages and abilities, to enhance the children's experiences and make their time at Kaleidoscope as fun and enjoyable as



At all times our club aims to provide a happy, stimulating, safe and caring environment in which all children can play, learn and develop at their own pace. We aim to help children develop responsibility for themselves and to become independent, confident and competent individuals that have respect for themselves and other people.



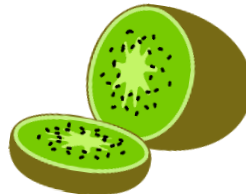
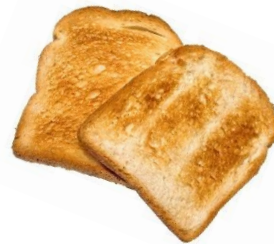
Breakfast Club



A little time to play or chill out before school starts. We can also provide your child with a hearty breakfast preparing them for the day ahead.



Breakfast club is open from **7:45am** until the beginning of school when our staff will safely supervise children to their class lines on the playground.



We offer a selection of cereals or toast, fruit and/or yoghurt, juice, milk or water.

The cost is **£3.50** per session, breakfast included.



After School Club



Bridging the gap between when their work is done but yours isn't. After school club is available from 3:15pm-6pm. Children will be dropped off to Kaleidoscope by Browick staff.

Every session is different but we try to ensure a good mix of creative play, active play, role play and of course some time on the favoured ICT equipment! We also have access to the playground and field and in the warmer weather you will rarely find us



They will have free choice play and a snack served at 4:30pm. You can collect them anytime up until 6pm.



The cost is **£11** per session, snack included.



Holiday Club



Kaleidoscope can offer childcare at affordable costs during the school holidays.

Holiday club operates between 8am and 6pm. We understand that you may not always need a full day and therefore offer morning, afternoon and full day sessions.

A morning snack and hot afternoon snack is provided. Please note that children attending a morning or full day session must bring a packed lunch with them.



Costs:

Full day - £25
(8am – 6pm)

Half day - £16
(8am – 1pm **or**
1pm – 6pm)



Activities

Usual activities, toys and free play are offered at holiday club. However, we do always try to organise a trip or event during the holidays and will notify you in advance of our plans and possible additional costs. These trips always take place during the usual club hours and in the past have included a trip to Pensthorpe, Snettisham Deer Park and Cromer. We also arrange on site and themed

Evening Snack example

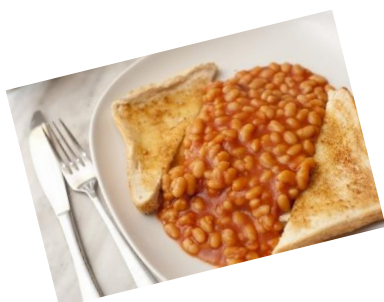


menu



Monday	Tuesday	Wednesday	Thursday	Friday
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Week 1 7 th Sept 28 th Sept 19 th Oct 9 th Nov 30 th Nov	Bagels, cheese spread & cucumber	Fish Finger or veggie finger sandwiches garnished with ketchup	Pizza	Hot sausage rolls/Cheese & onion rolls	Toast topped with either: Butter Honey Jam
Week 2 14 th Sept 5 th Oct 26 th Oct 16 th Nov 7 th Dec	Cold sausage rolls/Cheese & onion rolls	Crumpets topped with either: Butter Honey Jam	Bacon roll served with ketchup	Cone of chips & cheese	Hot dogs
Week 3 21 st Sept 12 th Oct 2 nd Nov 23 rd Nov 14 th Dec	Toast topped with either: Butter Honey Jam	Cheese & crackers served with grapes	Fish finger or veggie finger sandwiches garnished with ketchup	Pancakes topped with either honey or butter	Pitta pockets filled with cucumber and a choice of ham or cheese



Early Years Foundation



Stage

Kaleidoscope complies with the EYFS for all children up to 5 years old that are in our care. This works alongside the playwork principles that we also follow.

Keyworker

Your child will be allocated a keyworker during their time with us.

Play

Kaleidoscope is all about free play. Children are able to move freely from our room and our outside play area to activities that are available. When staff set up, we provide a small range of toys and then encourage children to ask members of staff for the toys that they desire to play with.

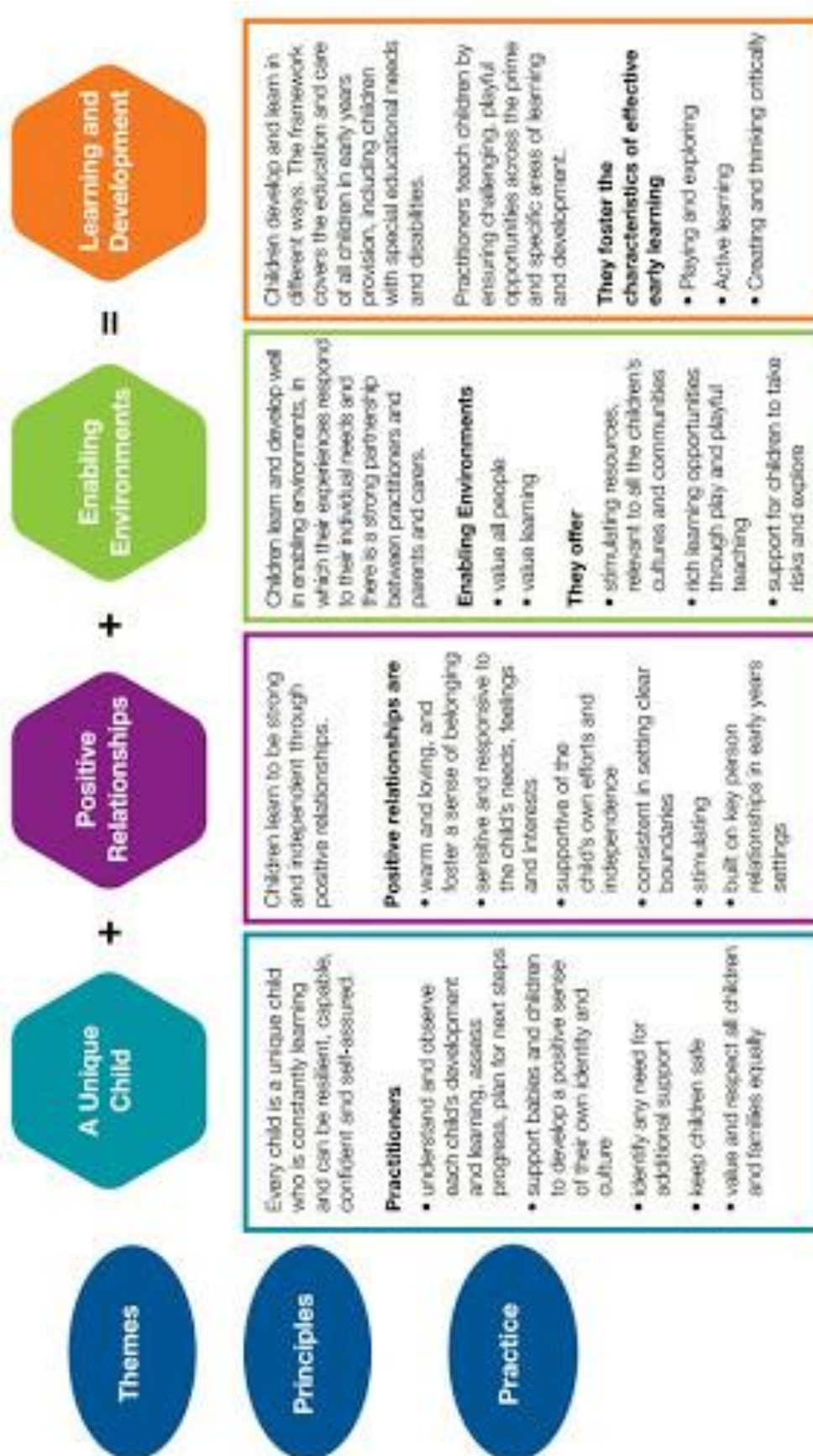


Working in partnership with the school

Kaleidoscope has a good working relationship with the school staff. We know that communication between us is

Assessments and Observations

If your child is under 5 and attends Kaleidoscope's after school session, then they will have an EYFS observation folder. This is where keyworkers will write and record observations of what the children have been up to during the week and then use this to extend play and improve our practice.



Browick Road Primary and Nursery School
Browick Road
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NR18 0QW

Tel. 07884 187967
Email: kaleidoscope-osc@hotmail.co.uk



Location



We are based at
Browick Road
Primary and
Nursery School,
Browick Road,
Wymondham,
NR18 0QW.

Parents/carers
dropping off and
collecting children
are politely asked
not to drive their
vehicles up the
drive or onto the
playground for
obvious safety
reasons.



This is the room Kaleidoscope are
based in. This is where you will
drop off/collect your child/children
from.

Please ring our doorbell and wait
for a member of staff to unlock the
door.



Home Time



Parents/carers bringing or collecting children from Kaleidoscope are asked to sign their children in and out of the book provided. This is a legal requirement and regulation of our management committee.



Children will be only allowed to leave with named adults who are on the registration form. For safety reasons, please inform a member of the Kaleidoscope team if there is any change to the collection arrangements.

Collection time is 6pm **latest**. If there is an unavoidable problem that causes you to be late picking up, please phone the Kaleidoscope phone to let us know.

Persistent lateness will incur a late fee.





Booking & Paying

To ensure that we can provide the highest standard of service, we need certain information about your child/children. A completed registration form is required for each child with details of address, telephone numbers, relevant medical history and emergency contact details ect. It is also in our policy to see your child/children's full birth certificate upon registering them. All information is kept on file and is confidential, complying with GDPR. Only staff will have access to this information.



If you would like to book your child in on a regular basis for breakfast and/or afterschool club then you will be required to sign a contract detailing your booking requirements. You will be asked to confirm continuation of the place towards the end of each school year. Holiday childcare will be booked on a separate booking form which will be given before the beginning of that holiday



Please note:

PARENTS/CARERS ARE EXPECTED TO PAY FOR ALL CONTRACTED SESSIONS

- YOU MUST TELL A MEMBER OF STAFF IF YOUR CHILD IS NOT ATTENDING
- YOU ARE REQUIRED TO GIVE 4 WEEKS NOTICE

We are happy to accept short notice and on the day bookings for your child/children if they registered, but this is subject to availability!



Booking & Paying

At the start of each month, you will be emailed an invoice for the month ahead. For example, at the start of September, you will receive an invoice for all of your child/children's September sessions.



We accept payments via cash, cheque, childcare voucher and BACS. Account details are as follows:



Account name– Kaleidoscope

Account number– 51369474

Sort Code– 40-47-27

PLEASE remember to put your child/children's name as a reference so we can identify the payment



Meet the team!

Sarah Purvis – Supervisor



Karen Zammit Reeder – Deputy Supervisor

Emma Maxam – Deputy Supervisor



David Rackham – Playworker

Stuart Warner – Playworker



Anna Bright – Treasurer



Setting

Kaleidoscope is run by a qualified and experienced childcare team of professionals. All staff are DBS checked and hold both first aid and food hygiene certificates.

The play work team aims to provide care and promote opportunities for child centred play, following the nationally recognised guidelines and standards set out by the regulating body Ofsted.

Policies & Procedures

Our setting is registered and inspected by Ofsted. This is a process that includes regular inspections of premises and staff. Ofsted approves the club's policies and procedures.

Our last Ofsted report was 'Good' in October 2016.

'Staff work collaboratively to create stimulating and enjoyable activities.'



'Staff diligently ensure the safety and well-being of children as they play.'



'Children develop warm and trusting relationships with the well qualified and experienced staff team.'



'Staff are good role models and children behave well and cooperate as they play.'



Our Committee

An independent management committee governs Kaleidoscope and includes parents and representatives from the local community.



The committee meets regularly to discuss the running and functioning of the club. Dates and times of meetings are advertised in advance. If you have any skills or time that you feel you can offer to the club, we would love to hear from you. We would also welcome new ideas to help us raise funds for new equipment.



If you would like to become involved with the committee, please speak to a member of staff, we'd love your input! We are reliant on the support of all the parents and carers whose children attend, and we welcome new committee members.



FAQs

1. How do I book?

To ensure that we can provide the highest standard of service we need certain information about your child. A completed registration form is required for each child with details of address, telephone numbers, relevant medical history and emergency contact details, etc. All information is kept on file and is confidential, with access given to staff only. The more information we have the better we can meet you and your child's needs.

If you book a place for your child you are required to sign a contract detailing your booking requirements. You will be asked to confirm continuation of the place towards the end of each school year. Holiday child care should be booked on a separate holiday contract 2 weeks before the beginning of that holiday period. We are happy to accept short notice and same day bookings for your child if they are registered but this is subject to availability. We'll do our best to help you.

2. Can I reserve a place for September?

Please contact us in May; we need to check what child care our current parents require. Siblings of current, registered children will take priority. All bookings will be based on a first come first serve basis.

3. Where are you?

Kaleidoscope uses a room at Browick Road Primary School, Wymondham.

We also have the use of a fenced outside area, the playground, climbing frame, the field and the adventure play trail. Children are supervised at all times.

4. **What will my child be doing?**

Kaleidoscope is all about free play.

Our play curriculum places emphasis on providing safe, stimulating and varied activities for all of the children to take part in. Each child is encouraged to make their own choices in their play in order to promote their independence and self-esteem.

We encourage team and co-operative games during both indoor and outdoor play.

All of our equipment is carefully chosen to suit all age ranges and quality educational toy suppliers are used. All equipment is checked daily to ensure children's safety.

5. **What's included in a breakfast?**

Breakfast Club offers a wide selection of cereals or toast with a variety of spreads.

Fruit and/or a yogurt, orange juice, water or milk.

6. **Where do I collect from?**

Parents and carers collecting children are politely requested **not** to drive their vehicles up the drive onto the playground for obvious site safety reasons. Please also note that our doors are locked during session times. Please knock on the door to the room to be let in.

Parents/carers are asked to sign in and out their children in the book provided when they are brought in or collected. This is a safety requirement and a regulation of our management committee.

Also for safety reasons we ask that the supervisor is ALWAYS informed if there is to be any change to the collection arrangements. Children will only be allowed to leave with named adults who are on the registration form.

If there is an unavoidable problem that causes you to be late picking up please phone the supervisor and let us know. Tel. **07884 187967**. We also have a late fee in operation.

7. **Can I collect early?**

Yes of course. You are welcome to collect your child whenever you like. Please note that the session price does not change if you decide to collect early.

8. **What if I need to cancel?**

YOU ARE REQUIRED TO GIVE FOUR WEEKS NOTICE TO CANCEL OR CHANGE YOUR CHILDS PLACE.

9. **What if my child has a club which is ran by the school?**

Just let your class teacher know which club they are attending and stress to them that they are coming to Kaleidoscope after. They will pass this on to the club leader and they will deliver your child to us after their club has finished. We obviously need to be notified of this too to ensure we know where your child is!

10. **Do you accept child care vouchers?**

Yes. We are currently registered with Computer Share, Edenred, Care4, Faircare, Fideliti, Kiddivouchers, Sodexo, Busy Bees Benefits and Salary Exchange.

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11. **My child has a food allergy, can you cater for them?**

Of course! We pride ourselves on being flexible with our snacks and can cater for your child's needs. If your child requires a specific dietary requirement, please come and talk to a member of staff.