

Welcome to Playworks



Information Booklet for Head Teachers

Schools Brochure

Welcome to Playworks!

Playworks manages a number of out of school childcare clubs within South East Wales. Playworks is a non profit making company with charitable aims and objectives.

Playworks was launched just three years ago by Katherine Watkins, who is a chartered accountant and a former "Big 4 firm" trainee accountant in Cardiff and more recently a local authority schools auditor.

Katherine spotted a gap for a business able to both provide childcare directly and offer management services such as payroll and administration services to other childcare providers.

Playworks exists to provide affordable, quality childcare for you and your children within schools and local communities.

Playworks Head office is based in Caerphilly.

Playworks services

Playworks provides the following services in addition to out of school childcare: -

Activity Sessions are available to suit your needs. We cover Multi Sports, Music and Movement, Creative Play and other fun activities for the length of time to suit your needs and for the number of sessions you require. All staff provided are qualified and trained in their field. The sessions are available for daytime school sessions, extra curricular activities or in you're out of school club, if you already have one!

PPA sessions are available to suit your needs. Playworks will provide a package at competitive prices to match your exact requirements. Suitably experienced and qualified staff can be provided to ensure your curriculum needs are met. All staff provided are qualified and trained in their field.

Crèche facilities are available for individual bookings or multiple bookings at your venue. Crèche facilities may be of use to you during parent evenings or other social events. All staff provided are qualified and trained in their field. We can cater our services for children aged from 6 weeks to 12 years of age.

Payroll and childcare management services

In addition to out of school clubs Playworks provides administration and financial management services to childcare providers e.g. Playgroups and after school clubs.

The main service area is Payroll and at present we provide these services to approximately 40 childcare providers and process wages for around 250 employees per month.

Playworks can offer three levels of service: -

- Bronze – Payroll;
- Silver – Payroll and Financial Management; and
- Gold – Payroll, Financial Management and Administrative Support.

We specialise in providing complete support for childcare providers and our service is totally unique. Playworks removes the administrative burden from your childcare provision allowing your staff to spend their time devoted to childcare.

Playworks can also offer management support to existing out of school clubs lightening the load for voluntary management committees or other community run groups. If you would like further information please contact the Playworks Head office

Playworks Out of school clubs

Playworks childcare currently manages over 30 registered childcare venues in South Wales. Our out of school clubs are either based on school premises (within classrooms or a school hall), local community centres, guide centres or Church halls.

Our Services cover the following areas: -

Breakfast clubs operate from 8.00 am to the beginning of school. Children are provided with a healthy breakfast in a sociable environment. Light activities are also provided for the children attending.

Wraparound clubs run from the end of morning nursery school. Playworks staff collect the children at the end of the morning session and provide fun packed activities until the end of the school day. Lunch is included.

After school clubs Open Monday to Friday* from the end of the school day to 6.00 pm**

Holiday Clubs are open Monday to Friday 8.00 am until 6.00 pm during school holidays.

All Playworks clubs are registered, or in the process of registration, with the Care and Social Services Inspectorate for Wales (CSSIW). This provides parents with peace of mind and also the ability to claim back costs through childcare vouchers and tax credits. For more information please contact the Playworks office.

Why choose Playworks?

Convenience

Playworks will handle all bookings, fee collection, staffing recruitment, personnel and provide all equipment, activities and snacks for the club.

Playworks will handle the whole of the registration process with CSSIW and will provide the club staff with training and all the support and guidance needed to meet the regulation requirements.

What are the benefits for parents and children?

- Familiar faces
- Fun and friendly atmosphere where they can develop in an environment they know and trust
- Nutritious meals and snacks
- Structured activities including multi sports, dance, drama, art, craft and other creative play activities.
- Convenience – all you have to do is drop your child off at school as usual and let us take care of the rest
- Feedback – Playworks will provide you with regular feedback on your child. (What activities they are enjoying, progress etc).
- Efficient professional service, including various payment options.

A typical session at Playworks out of school club will consist of the following:-

Art and craft sessions

Multisports – sports sessions (including parachute and team participation games).

Cookery

Gardening

Construction play and board games

Quiet area for reading and 'chilling'

Specialist Music and Dance activities

Free Play

Healthy snack time - All our clubs have a healthy eating policy in line with the Caerphilly Gold Standard award scheme.

Examples of our menu and activity plans can be found on our website

www.playworks-childcare.co.uk

All Playworks clubs have a children committee. Where the people who really matter, the children, can take ownership of their club!

Suggestion boxes can also be found on each site to actively encourage children's individual input.

Playworks staff

You can rest assured that all of Playworks staff and visiting coaches are carefully screened by us, with enhanced Criminal Record Bureau checks and complete personnel files in accordance with the requirements of the Care and Social Services Inspectorate Wales.

All staff are trained in First Aid, Basic Food Hygiene, Child Protection, Health and Safety and behaviour Management. All staff are required to complete a full induction and meet our training requirements to continue in our employment.

Club Managers are qualified to a minimum of level 3 in childcare (in line with the new regulations enforced by CSSIW from April 2008). Club assistants are encouraged to train to a minimum of a level 2 qualification within six months of employment. At least 50% of all staff on site hold an appropriate childcare qualification.

Playworks Management Structure

Prior to the club opening staff will receive a full induction into their role. Once the club is up and running the club staff will receive weekly/fortnightly visits from their Club Support Officer. The Club Support Officers ensure that each club operates in line with the national minimum standards set out by the CSSIW. The Club Support Officers role is to provide support and guidance for the staff in all day to day requirements of running a childcare provision.

Not sure if Playworks is for your school, why not book a taster activity session?

Playworks have a team of 'Fun Coaches' who visit our out of school clubs to provide Multi-sports, Dance and Art and Craft sessions. These sessions are at no extra charge and are built in to the price of the normal out of school sessions.

We are currently in the process of offering a lunch time 'taster session' in our host schools. This is free of charge to the school and is a way of promoting Playworks Childcare and the types of activities that are on offer to the children attending the clubs.

Fun coaches provide all their own sports and art and craft equipment, and children for example taking part in an art and craft 'taster session' will take away some thing they have made during their time with Playworks Staff. E.g. a bookmark.

All your school would need to provide is a suitable area for running the art and craft session from and a suitable area for multi sports activities should we not be able to access the outdoor area due to poor weather. At the end of the session all children who have been involved in the activities will be given a Playworks promotional leaflet.

If you would like more information or would like to book a taster activity session for your school please contact us at.

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* This will be dependent on the number of children attending the club.

** Some clubs may close before 6.00 pm; this is dependent on the key holder of the premises