

# Welcome to Playworks



**Information Booklet for Parents**

## **Parent Information Brochure**

### **Welcome to Playworks!**

Playworks out of school care will shortly be available at your school. This brochure is aimed to give you some information on who we are and the services we provide. As a parent you should have received details on the service at your school and this should be read in conjunction with this brochure.

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 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 and payments for your child's registration with us and we can be contacted 8am – 6pm Monday to Friday.

## **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

Multisport – 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](http://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.

If you would like more information or would like register your child with us please contact on the details below. Please also see our website for further details or to complete an on line registration.

**Playworks Childcare Ltd,  
Units 6-8 Western Industrial Estate,  
Lon Y Llyn,  
Caerphilly,  
CF83 1BQ**

**Telephone – 02920 864780**

**Fax – 02920 860654**

**Email – [enquiries@playworks-childcare.co.uk](mailto:enquiries@playworks-childcare.co.uk)**

**Website – [www.playworks-childcare.co.uk](http://www.playworks-childcare.co.uk)**

\* 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