



JLR Play

Community Interest Company - 8540677

delivering childcare and play opportunities to the community

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JLR Play CIC Home From Home Information Pack



JLR Play CIC - 8540677
Registered Office Address: 7 Wheatfields.
Harlow. Essex. CM17 0HW



Contents

Welcome to JLR Play CIC – About us	Page 3
Where we are...	Page 5
JLR Play CIC Home From Home - Aims	Page 7
Our Ethos	Page 8
New Projects in Cambridge	Page 11
Home From Home Cambridge details	Page 13
New Projects in Isleham	Page 19
Home From Home Isleham details	Page 23
Lead Staff	Page 28
Home From Home Service Delivery	Page 29
SEND and Additional Support	Page 30
Registration	Page 31
Fees	Page 34
Ways to pay	Page 35



Welcome to JLR Play CIC.

About us.

A very warm welcome to the JLR Play CIC family.

JLR Play Community Interest Company is a not-for-profit social enterprise set up to deliver play opportunities and projects to children and young people between the ages of 0–14 years within the local community.

The directors and manager have many years of combined experience across the early years and primary age range with the addition of staff also having a sports coaching background.

Previous positions held include pre-school manager, nursery manager, community playworker, play officer, senior SEND TA and learning support lead worker in a primary school, playscheme co-ordinator, children and young people's participation officer as well as lunchtime play leader, and county football player and coach.

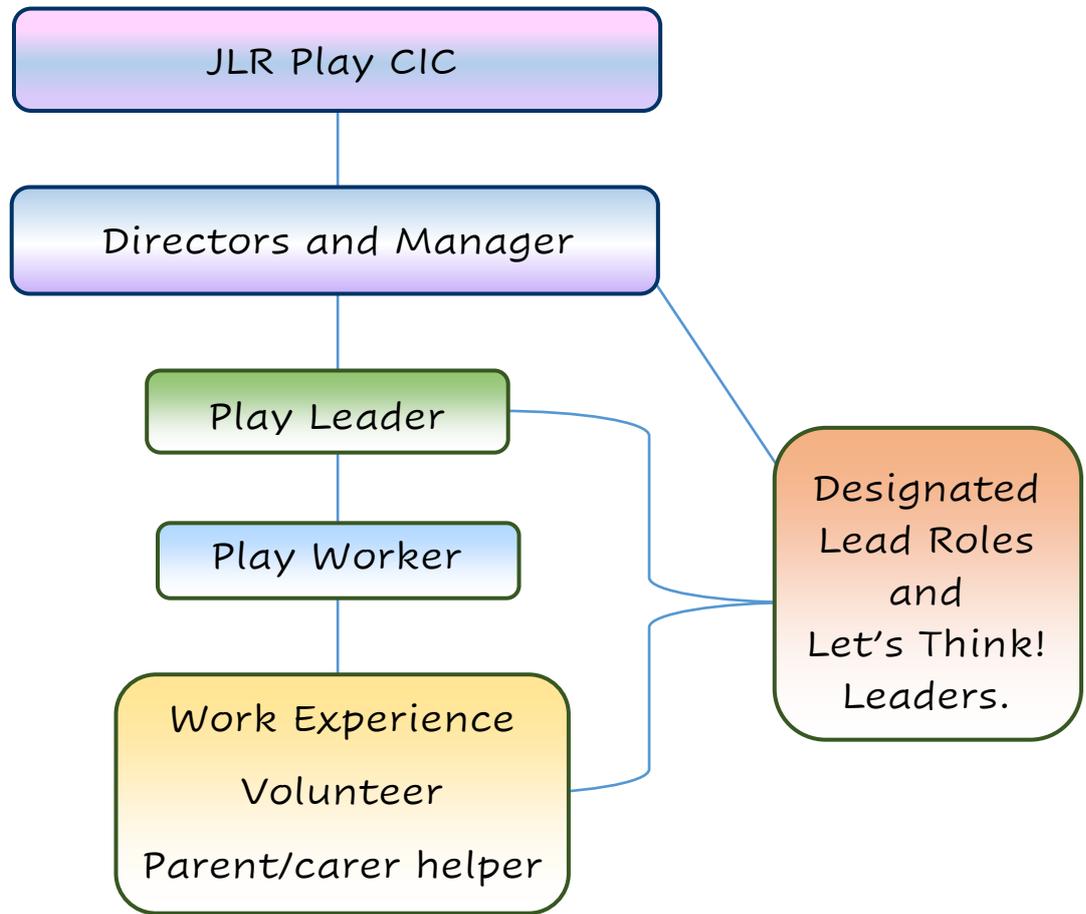
The staffing structure of JLR Play CIC is indicated over page with a minimum of one (1) Play Leader in attendance every session and one (1) Play Worker.

We are very fortunate to be able to offer access to training and apprenticeship opportunities to continually build on knowledge and skills and keep up to date with continuous professional development.

Our play setting is also a great enriching learning environment for volunteers and work experience students.



Staffing Structure.



Where we are...

Home From Home in Abbey – after school term-time delivery.

East Barnwell Scout Centre. 41 Thorley Road.
Cambridge. Cambs. CB5 8NF

Area used – Hall, toilets, kitchen and secure outside space.

Service – [After School Club](#).

Contact us – 07488 274704 (3pm to 6pm)

Ofsted Registration Number – EY2745835.

Home From Home in Abbey – holiday delivery including HAF.

East Barnwell Scout Centre. 41 Thorley Road.
Cambridge. Cambs. CB5 8NF

Area used – Hall, toilets, kitchen and secure outside space.

Service – [Holiday Club](#).

Contact us – 07488 274704 (between 8am to 6pm)

Ofsted Registration Number – EY2745835.

We are looking to set up sport sessions which will take place at the location below.

Sportworks in Abbey – (part of JLR Play CIC)

Abbey Field. Whitehill Road. Cambridge. Cambs. CB5 8NT

Area used – Field space.

Service – [Sportworks sessions](#).

Contact us – 07787 425799



Home From Home at Isleham – after school term-time delivery.

Isleham CofE Primary School. Malting Lane. Isleham. Ely. Cambs. CB7 5RZ

Area used – Group room, hall, toilets, and playground space.

Service – [After School Club](#)

Contact us – 07359 346273 (between 3pm and 6pm)

Ofsted Registration Number – EY2532544

Home From Home in Isleham – term-time and holiday delivery.

The Beeches Isleham. 32 Mill Street. Isleham. Ely. CB7 5RY

Area used – Maple room, hall, toilets, kitchen, outside park, field space and sole-use fenced green space.

Service – [Holiday Club](#).

Contact us – 07359 346273 (between 8.30am to 6pm)

Ofsted Registration Number – EY2836387

We are looking to set up sport sessions which will take place at the location below.

Sportworks in Isleham – (part of JLR Play CIC)

The Beeches Isleham. 32 Mill Street. Isleham. Ely. CB7 5RY

Area used – Field space.

Service – [Sportworks sessions](#).

Contact us – 07787 425799



JLR Play CIC Home From Home.

As an out-of-school service, Home From Home aims to provide a fun, creative, exciting, and freely chosen programme of activities and play opportunities to children encouraging all individuals to embrace their creativity and achieve their true potential in a calm, caring, happy and homely environment.

Home From Home aims to provide a safe, secure, and stable environment where there are shared values and clear guidelines.

Home From Home aims to provide an experience which:

- + Meets all legal requirements.
- + Is fun!
- + Is enjoyable.
- + Is challenging.
- + Enables equality of opportunity.
- + Enhances development.



Home From Home aims to promote and encourage:

- + Enthusiasm for trying new things.
- + Individuality and creativity.
- + Self-esteem and confidence.
- + An equitable approach to play.
- + Self-discipline.
- + Independence, co-operation, and partnership.
- + Respect for self.
- + Respect for others.
- + Respect for material worth.



JLR Play CIC Ethos.

**EFFECTIVE USE
OF THE
SPACE AND
ENVIRONMENT
AROUND US**

**LOOSE
PARTS
PLAY**

**OPERATING
AN OPEN
AND
TRANSPARENT
SERVICE**

**SUPPORTING
A CHILD-LED
PLAY-BASED
PROVISION**

**SUPPORTING
THE
WHOLE CHILD**



Effective use of the space and environment around us.

We operate from the same spaces each day with access to the enclosed outside green space, playground area and fixed play equipment.

The play space is set out to look inviting and child-friendly with age-appropriate toys, resources, and equipment. Set up is changed regularly offering a range of play types for all children to access if they choose to.

Supporting play and loose parts.

We have a selection of resources known as loose parts which simply means moveable materials that children can use in their play. These loose parts resources can be whatever the children need them to be at the time.

Operating an open and transparent service.

We pride ourselves on honesty to deliver a service that operates with openness and transparency for all our users.

We actively encourage service users to talk to us about any concerns or queries that they may have and to regularly share feedback so that we can continue to provide the best service that we possibly can.

Supporting a child-led play-based provision.

We operate a child-led play-based environment to all users and provide some sessions where the play space is left clear as we allow the children to come in and choose their own toys and resources encourage creative thinking, free choice, and imagination!

All children are encouraged to take part in regular feedback sessions to help us to continually improve our service and respond to the children's needs.



Supporting the 'Whole-Child'.

JLR Play CIC Home From Home is committed to providing a healthy, safe and positive environment for all children attending our sessions.

JLR Play CIC Home From Home is committed to supporting and nurturing the whole child and this includes encouraging a healthy mind and supporting the emotional well-being of all children using our service.

Our Whole-Child approach aims to support open and accurate conversations and discussions in a non-judgemental calming environment and will support any child who feels that they may '*need a minute!*' due to feeling overwhelmed, worried, anxious, or just when the current environment gets a little too much.



New Projects in Cambridge.

We are very excited to introduce our new Cambridge projects that will be in place soon.

The Nature Space



At present we are utilising and developing the outdoor space on site at East Barnwell Scout Centre in Abbey.

This is The Nature Space and will be an alternative outdoor play space to offer digging, planting and growing opportunities and sand, water, bark chip and soil play.

This space will also offer sensory experiences, a safe calm space to take a breather, a safe calm space to think and reflect and a safe calm space to just enjoy the natural environment.

COOKWORKS

delivering cooking and baking sessions to the community



Cookworks is our new cooking project that will be offered alongside our holiday club delivery and on selected weekend sessions.

The project will be led by our in-house team and the sessions will be specifically designed to teach children the basic skills required to bake and to cook, the appreciation and understanding of flavours, the knowledge of where food comes from and the understanding of food allergies and intolerances and how to substitute ingredients to allow everyone to be able to take part.





Bee Yourself



Bee Yourself is our alternative outside holistic well-being project. The project will offer carefully chosen age-appropriate activities and offer a caring and nurturing experience for children who may require any additional support whilst on site.

The project will support our 'Whole Child' delivery and introduce gentle sensory experiences:

sight (use of colour, layout, space), smell (flowers and herbs), touch (different textured natural materials), sound (birds, quiet, windchimes) and taste (outdoor cooking/tasting of produce).



Scrapworks (part of JLR Play CIC) collects exciting safe waste from local businesses to re-use in art and craft activities.

Donations so far have included paper, cardboard, wallpaper, fabric books, tiles, fabric rolls, wool, embroidery thread, paint pots and fabric off-cuts and this is just for starters!

Scrapworks will be looking to offer a selection of paper and craft packs to families as well as fabric bundles and patterns for a nominal charge of between approximately £1.00 to £2.00.



JLR Play CIC Home From Home in Abbey.

JLR Play CIC currently delivers the following services in Abbey:

- Home From Home **after school club**.
- Home From Home **Holiday Club**.

Home From Home is registered with Ofsted and is included on both the voluntary and compulsory childcare registers to enable us to care for children aged 3 years to 7 years.

Home From Home in Abbey is registered to provide care for up to 24 children per session between the ages of 4 years (reception) and 7 years.

Home From Home is also able to offer up to 4 places per session for children aged from 3 years who are attending The Fields Nursery and/or Seesaw Pre-school.

Please note that children aged 8 years and over will not be included in the Ofsted registration however we do our best to maintain a staffing ratio of 1 adult to 10 children per session.

Home From Home in Abbey can offer up to 40 places in total per session.

Pick-up Service.

Home From Home offers a walking-bus collection service from Seesaw Pre-school and The Fields Nursery to East Barnwell Scout Centre at no extra cost if staffing allows.

JLR Play CIC Home From Home will consider collecting from other local schools if there is a need so please talk to us about this option.



JLR Play CIC Home From Home.

After School Club - East Barnwell Scout Centre.

After School Club operates from the end of the school day and offers three pick-up options, 4.30pm, 5.15pm or 6pm.

Not all parents and/or carers require a full session, so the collection options allow as much choice as possible whilst keeping the club affordable. Extra-curricular school activities are also encouraged, and the children are then collected by JLR Play staff at the finish time and join the after school later.

All children are collected from their classrooms on the playground by JLR Play CIC staff and escorted back to the East Barnwell Scout Centre as a group.

Staff have a collection sheet and check this daily against our online bookings before each pick-up.

As children are collected from their classroom, they are given a hi-vis vest. When we are ready to leave the school grounds we have a walk-o-dile for the younger children to hold on to or the hand of an older child to keep everyone together as a group.

The play space will be set out to offer a range of toys, equipment and resources that rotate each session so that we offer as much variety as we can.

Art and craft activities will be set up by JLR Play staff with the aim to encourage the children to take the lead and develop the activity further however some activities will require staff supervision at times.

The outside play space will be used as much as possible during the sessions and allow free movement between the indoor and outdoor spaces where possible.

There will be times that some activities are set up outside to offer a change to the play environment and there may also be times that snack takes place outside, but this will be discussed and judged together as a group.



On occasions we also set up the minimum inside so that children can choose all the toys and resources and where they would like to put them. Allowing a 'choose your own' session helps staff with what toys and equipment are must-haves on site as well as supporting the children to make their own choices. Having the children think about the set-up of the play space encourages an understanding of spatial awareness and safety so that fire exits are not blocked and doors can be easily accessed. Children are also encouraged to think about their friends and what they might like to play with.

A light snack is available on each day for all children attending which may include:

- ✚ Crackers, wraps or sandwiches with a choice of toppings/fillings – butter, ham, chicken roll, jam, grated cheese, cream cheese, honey.
- ✚ Brioche, pancakes or waffles.
- ✚ Bagels, muffins or croissants.
- ✚ Pitta with humous.
- ✚ Natural yoghurt with raisins.
- ✚ Crumpets or toast with a choice of toppings – butter, baked beans, spaghetti, strawberry jam, apricot jam, honey, and marmite.
- ✚ Soup and roll/bread.
- ✚ Vegetable sticks – carrot, cucumber, pepper and cherry tomatoes.
- ✚ Extra's – these may include birthday party snacks.

Our fruit bowl will be available every session as well as fresh water, milk, squash or juice. On occasion we will also provide milkshake and popcorn.



Holiday Club - East Barnwell Scout Centre.

Holiday Club operates from 8.30am with collections from 3pm, 4pm, 5pm and 6pm.

Children should be greeted and welcomed into the play space by JLR Play staff and the space set up to offer a choice of toys, activities, equipment, and resources however staff should encourage all children to feel confident to ask for any additional toys and resources that they would like to play with.

As a service we provide breakfast, mid-morning snack and an afternoon snack with children just bringing a packed lunch however we do offer lunch for any child that has forgotten their lunch box.

When planning for the holiday club, JLR Play staff spend time with the children attending the after school sessions and start to look at what they enjoy doing and what they would like to take part in. Holiday club is a great time to get involved in activities that may take a bit longer or that can take place over a few days like paper mâché, mod-roc and clay as well as cooking activities.

We look to offer themed days like Dr Seuss, Harry Potter, a day at the seaside, Moshi monsters, Pokemon and robots and aliens as well as offering specific sessions for tech time, popcorn and a movie, ice cream parlour and make your own pizza pittas for lunch!

We also offer selected activity workshops such as board games, card making, badge making, face painting and cooking as well as access to the local park and sport on the field.

There will also be lots of water play and trips to the splash pad!

*** JLR Play CIC is insured with Dot2Dot, a specialist nursery insurance provider so we can offer our holiday club to any younger siblings aged 3 years if we have our early years staff on site.*



Breakfast is available for all children from 8.30am to 9.30am and will include:

- + Crumpets or toast with a choice of toppings – butter, strawberry jam, apricot jam, honey and marmite.
- + Choice of cereals – Cornflakes, Rice Crispies, Frosties, Multigrain hoops, honey hoops and weetabix.

A mid-morning snack is available for all children from 11am and will include:

- + Crackers, rice cakes or malt loaf with butter.
- + Brioche or pancakes.
- + Natural yoghurt with raisins.

Please note:

At mid-morning snack the children sometimes prefer a snack from their lunchbox.

An afternoon snack is available for all children from 3.30pm and will include:

- + Crackers, wraps or sandwiches with a choice of toppings/fillings – butter, ham, chicken roll, jam, grated cheese, cream cheese, honey.
- + Pitta with humous.
- + Vegetable sticks – carrot, cucumber, pepper and cherry tomatoes.

Our fruit bowl will be available throughout the day along with fresh water, milk and squash and/or juice.



Please note:

During some holiday clubs and if staffing allows, we provide lunch on a Friday at no extra charge as part of our Lunch Club. Lunch may include jacket potato with cheese, sweetcorn, baked beans and/or coleslaw. Pasta bake. Macaroni cheese. Pizza and garlic bread. BBQ. Picnic or buffet and more.



We are very pleased to be part of the Holiday, Activity and Food (HAF) Programme launched by Cambridgeshire County Council and funded by the Department for Education offering 16 hours of funded childcare during Easter, Summer and Christmas holiday clubs.

We will be offering the following childcare choices –

-  A shorter offer of 10am to 2pm **OR** 11am to 3pm across 4 days totalling 16 hours per week.
-  A longer session of 8.40am to 2pm **OR** 9.40am to 3pm across 3 days totalling 16 hours per week.

All children attending the HAF Programme will be provided with a hot lunch as well as breakfast (if booked before 10am) and a mid- morning snack.

Please note:

As part of the HAF programme all places must be booked in advance and we are unable to offer any hours or days outside of this funded delivery.



New Projects in Isleham.

The Nature Space



At present we do not have access to a sole-use outdoor area that allows us to set up and deliver natural, nature inspired projects.

We have applied to have an allotment space so if we are successful then The Nature Space will be our alternative outdoor play space to offer digging opportunities as well as sand, water, bark chip and pebble play activities.

Children will be able to take part in the following:

- Mark-making activities using chalk, charcoal and mud.
- Identifying trees and plants including those that may sting or irritate when touched or that may cause illness if ingested.
- Identifying bugs including those that can sting and irritate if touched.
- Encouraging an appreciation and respect for plants, shrubs and bugs that may not be seen as 'friendly'.
- Learning about the importance of wild natural spaces for the bees and butterflies.

The Nature Space will also offer sensory experiences, a safe calm space to take a breather, a safe calm space to think and reflect and a safe calm space to just enjoy the natural environment around us.





Bee Yourself



Bee Yourself is our alternative outdoor holistic well-being project.

The allotment use will offer the perfect environment to strengthen our delivery of encouraging all children to be themselves. We are all different and these differences should be celebrated as much as our similarities.

Our Bee Yourself project will offer carefully chosen age-appropriate activities and offer a caring and nurturing experience for children who may at times require additional support whilst with us.

The project will support our 'Whole Child' delivery and introduce gentle sensory experiences:

- sight (use of colour, layout, space)
- smell (flowers and herbs)
- touch (different textured natural materials)
- sound (birds, rain, quiet, windchimes)
- taste (outdoor cooking and the tasting of produce).

The allotment space will offer a very calming environment to any child that is feeling anxious, overwhelmed or upset and it will also be a calm environment to be able to talk about any issues that are important to the children.



Farm Club



We are very fortunate to have a member of our staff team who has several allotment plots and who also has chickens. She brings in fresh eggs for me every couple of weeks and this has led to me wanting to be able to offer our children new opportunities and experiences that they may not have access to.

It would be great to be able to have chickens and for the children to be able to experience the many responsibilities involved in caring for these animals such as cleaning and maintaining their space, feeding the chickens and the collection of eggs which can then be used in some cooking activities on site at the allotment space.

The children will learn about when to sow seeds and what is needed to prepare to plant fruits and vegetables during the year. They will be sharing the responsibility for the care and nurturing of all plants, shrubs, fruits and vegetables on site including the watering and knowing what to look for to make sure that the plants are healthy. The children will learn about timelines for planting and when the fruits and vegetables will be ready to pick.

In time the children will be able to take home cooking parcels containing eggs, fruits, herbs and vegetables.



COOKWORKS

delivering cooking and baking sessions to the community

Cookworks is our new cooking project that will be offered alongside our holiday club delivery and on selected weekend sessions.

The project will be led by our in-house team and the sessions will be specifically designed to teach children the basic skills required to bake and to cook, the appreciation and understanding of flavours, the knowledge of where food comes from and the understanding of food allergies and intolerances and how to substitute ingredients to allow everyone to be able to take part.

SCRAPWORKS

delivering creative art opportunities to the community

Scrapworks (part of JLR Play CIC) collects exciting safe waste from local businesses to re-use in art and craft activities.

Donations so far have included paper, cardboard, wallpaper, fabric books, tiles, fabric rolls, wool, embroidery thread, paint pots and fabric off-cuts and this is just for starters!

Scrapworks will be looking to offer a selection of paper and craft packs to families as well as fabric bundles and patterns for a nominal charge of between approximately £1.00 to £2.00.



JLR Play CIC Home From Home in Isleham.

We currently deliver the following services in Isleham:

- Home From Home **after school club**.
- Home From Home **Holiday Club**.

Home From Home is registered with Ofsted and is included on both the voluntary and compulsory childcare registers to enable us to care for children aged 4 years to 7 years.

Home From Home in Isleham is registered to provide care for up to 24 children per session between the ages of 4 years (reception) and 7 years.

Please note that children aged 8 years and over are not included in the Ofsted registration however we do our best to maintain a staffing ratio of 1 adult to 10 children per session.

At present Home From Home at Isleham can offer 24 places in total per session to children attending Isleham CofE Primary School.

Pick-up Service.

Home From Home offers a collection from Isleham Pre-school

Please note

From November 2024 we are very excited to share that we will be able to offer places at after school club to children aged from 4 years attending Isleham pre-school or children aged 3 years with older siblings already attending the after school club.

Places are subject to having adequate staffing in place.



After School Club – Isleham.

After School Club operates from the end of the school day to 4.30pm, 5.15pm or 5.45pm and operates from the group room.

Not all parents and/or carers require a full session, so the collection options allow as much choice as possible whilst keeping the club affordable. Extra-curricular school activities are also encouraged, and the children are then collected by JLR Play staff at the finish time and join the after school later.

All children are collected from their class lines on the playground by JLR Play CIC staff and we wait by the tables as a group. Once all the children have been collected, they are given a hi-vis vest, gather their belongings, get into pairs or in a three and staff accompany the group back to the play space.

Staff have a collection sheet and check this daily against our online bookings before each pick-up.

The play space should be set out to offer a range of toys, equipment and resources that rotate each session so that we offer as much variety as we can.

Art and craft activities will be set up by JLR Play staff with the aim to encourage the children to take the lead and develop the activity further however some activities will require staff supervision at times.

The outside play space will be used as much as possible during the sessions and allow free movement between the indoor and outdoor spaces where possible.

After School Club at the Beeches.

At present Home From Home provides a session at The Beeches on Wednesdays leaving straight from school as soon as we have collected the children from their class lines.

Our Friday session will be a trip to our new allotment plot leaving straight from school as soon as we have collected the children and aiming to be back on school site by 5.15pm.



A light snack is available for all children attending which may include:

- + Crackers, wraps or sandwiches with a choice of toppings/fillings – butter, ham, chicken roll, jam, grated cheese, cream cheese, honey.
- + Brioche or pancakes.
- + Pitta with humous.
- + Natural yoghurt with raisins.
- + Crumpets or toast with a choice of toppings – butter, strawberry jam, apricot jam, honey and marmite.
- + Vegetable sticks – carrot, cucumber, pepper and cherry tomatoes.
- + Extra's – these may include birthday party snacks.

Our fruit bowl will be available every session as well as fresh water, milk, squash or juice. On occasion we will also provide milkshake and popcorn.



Holiday Club – The Beeches Isleham.

Holiday Club operates from 8.30am with collections from 3pm, 4pm, 5pm and 6pm.

Children should be greeted and welcomed into the play space by JLR Play staff and the space set up to offer a choice of toys, activities, equipment, and resources however staff should encourage all children to feel confident to ask for any additional toys and resources that they would like to play with.

As a service we provide breakfast, mid-morning snack and an afternoon snack with children just bringing a packed lunch however we do offer lunch for any child that has forgotten their lunch box.

When planning for the holiday club, JLR Play staff spend time with the children attending the after school sessions and start to look at what they enjoy doing and what they would like to take part in. Holiday club is a great time to get involved in activities that may take a bit longer or that can take place over a few days like paper mâché, mod-roc and clay as well as cooking activities.

We look to offer themed days like Dr Seuss, Harry Potter, a day at the seaside, Moshi monsters, Pokemon and robots and aliens as well as offering specific sessions for tech time, popcorn and a movie, ice cream parlour and make your own pizza pittas for lunch!

We also offer selected activity workshops such as card making, badge making, face painting and cooking as well as access to the local park and sport on the field.

There will also be lots of water play!

*** JLR Play CIC is insured with Dot2Dot, a specialist nursery insurance provider so we can offer our holiday club to any younger siblings aged 3 years if we have our early years staff on site.*



Breakfast is available for all children from 8.30am to 9.30am and will include:

- + Crumpets or toast with a choice of toppings – butter, strawberry jam, apricot jam, honey and marmite.
- + Choice of cereals – Cornflakes, Rice Crispies, Frosties, Multigrain hoops, honey hoops and weetabix.

A mid-morning snack is available for all children from 11am and will include:

- + Crackers, rice cakes or malt loaf with butter.
- + Brioche or pancakes.
- + Natural yoghurt with raisins.

Please note:

At mid-morning snack the children sometimes prefer a snack from their lunchbox.

An afternoon snack is available for all children from 3.30pm and will include:

- + Crackers, wraps or sandwiches with a choice of toppings/fillings – butter, ham, chicken roll, jam, grated cheese, cream cheese, honey.
- + Pitta with humous.
- + Vegetable sticks – carrot, cucumber, pepper and cherry tomatoes.

Our fruit bowl will be available throughout the day along with fresh water, milk and squash and/or juice.

Please note

Holiday club on site at The Beeches Isleham does not operate during each school holiday and can only operate with adequate staff available to safely maintain our staff to child ratios.



JLR Play CIC Home From Home Designated Lead Staff.

We invest a lot of time and effort into the individual professional development of staff to allow the team to build on their existing skills and knowledge.

All staff have access to training which is very important in maintaining the quality of service that we offer to our users.

Regular training and improving our skills mean we are continually building on our strengths to keep our service fun, fresh and up-to date.

As part of our service, JLR Play CIC has designated lead members of staff who are trained in specific areas of the service and as part of your role with JLR Play CIC you will be given the opportunity to take on more responsibility within the setting.

Our designated lead roles include:

- ✚ Safeguarding and child protection.
- ✚ SEND.
- ✚ Paediatric First Aid.
- ✚ Food Hygiene
- ✚ Equality and Diversity.
- ✚ EYFS - Early Years Foundation Stage.
- ✚ Positive Behaviour
- ✚ Health and Safety.
- ✚ Safer Recruitment.

The service also has designated members of the staff team who are solely responsible for delivering and monitoring the Early Years Foundation Stage Framework supporting children in our care who are aged from 3 years to 5 years.



JLR Play CIC Home From Home Service Delivery

JLR Play CIC is a play-based child-led provision. There are times when changes may need to be made to improve our service and it is important that decisions affecting our users are shared with our families. As much as possible, decisions are made with the children's involvement as well as their parents and/or carers thoughts and suggestions. This process allows us to maintain an open and transparent service so we can continue to operate as safely, smoothly, and as effectively as possible.

Our primary focus is to support 'The Whole Child' and our approach will include paying close attention to children's emotional and social needs, encouraging a healthy mind, and building positive relationships at club.

JLR Play CIC encourages kindness and patience across our service.

JLR Play CIC has also introduced designated members of staff that take a lead on observing and monitoring the mental well-being of the whole child in addition to observing and monitoring the care and behaviour for all children attending the service.



SEND and Additional Support

JLR Play CIC is very aware that we all have very different characters and personalities, and we all do things very differently.

As a service we make every effort to recognise, appreciate and embrace these differences to deliver an inclusive play provision.

JLR Play CIC takes great pride in having a well-trained and skilled staff team to understand and support the needs of our children.

During our term time delivery, we can offer limited places at our Abbey site for children who attend other schools in Cambridge.

During our holiday club delivery JLR Play CIC welcomes children from Cambridge and surrounding areas.

If your child has an EHCP in place or you feel that they may just need some additional support, no matter how small, then please email us at jlrplaycic@sky.com or jlrplaycic@gmail.com to inform us of this at the point of first contact and to discuss how we can best support your child during their time with us.

If 1 to 1 individual support is required, then this can also be discussed.

If staff are not informed of these needs, then it makes it very difficult for us to provide our best service for you and your child.



Registration to JLR Play CIC Home From Home

JLR Play CIC has moved to an online booking system which allows us to significantly reduce our paper usage at all sites and allows parents and carers to manage their own bookings and see their fees balance on their account.

The link to register with us on our new iPAL platform is as follows:

iPAL - <https://jlrplaycic.ipalbookings.com/>

Closures

JLR Play CIC does not operate the Breakfast, After School or Holiday Club service on bank holidays.

JLR Play CIC does not operate the Breakfast Club or After School club on school closure days unless there is a need expressed by parents and/or carers.

Absences

Full fees will apply for all sickness and absences to guarantee your places with JLR Play CIC.

Policies and Procedures

All policies and procedures are kept on site and are available to view at any time. Should you wish to view the policies and procedures file then please speak to JLR Play CIC staff.



Absence Notifications

It is so important that JLR Play CIC staff are aware of all attendance to avoid unnecessary disruptions, delays and/or phone calls to you when JLR Play CIC staff arrive at school to collect your child/ren at pick-up.

Please notify JLR Play CIC of all absences as early as possible and please be aware that full fees will still apply.

Extra-curricular Clubs

JLR Play CIC encourages children to access extra-curricular clubs however staff must be notified of all children attending, the days that each club runs and the finish time.

Please notify JLR Play CIC of all extra-curricular clubs including days and pick-up time and location.

All children attending an extra-curricular club in Abbey will be collected and walked from the Galfrid School to the East Barnwell Scout Centre.

All children attending an extra-curricular club at Isleham CofE school will be collected by JLR Play CIC staff.

Dietary Requirements

JLR Play CIC will make every effort to accommodate all dietary requirements of children on site.

Please speak to staff if your child has any allergies or requirements.



We hope that your child enjoys their time with us and please do not hesitate to speak to staff if you have any queries or concerns or just wish to share your ideas and suggestions to help us to continually improve our service to you.

Home From Home – general information line – 07787 425799

Please note that this number is for use outside of the 3pm – 6pm time frame for all parents and/or carers requiring an immediate response to any changes in childcare arrangements.

Please Note:

JLR Play CIC Home From Home is NOT a drop-in service.

All children using our service must be registered on our online platform and places booked prior to the start of each session.

If we have reached our capacity, then we will be unable to offer places so please make your bookings or contact us at the earliest opportunity to arrange childcare as we may not always be able to help.



JLR Play CIC Home From Home Fees

After School Club – Abbey and Isleham.

The following fees will apply from September 2025.

Daily Cost	After School Club	Sibling Cost
£7.00	4.30pm	£7.00
£9.00	5.15pm	£8.00
£11.00	5.45pm	£10.00

JLR Play CIC Home From Home Fees

Holiday Club – East Barnwell Scout Centre and The Beeches.

The following fees will apply from September 2025.

Session	Cost (Per child per day)
8.30am to 3pm	£16.00
8.30am to 4pm	£18.00
8.30am to 5pm	£20.00
8.30am to 6pm	£22.00



JLR Play CIC Home From Home Ways to Pay

Please note:

JLR Play CIC does not hold cash on site however cash payments can be made with the correct total in a sealed envelope with your child's name and sessions clearly marked.

All payments must be made direct or with Childcare Vouchers using the details below.

Direct payment into the bank referencing the invoice number and your child's name.

Sort Code: 20 36 98
Account no: 7346 6507

Payment by RG Childcare
Ref name: HFH/JLR PLAY CIC
Carer number: 51319471598

Payment by Computershare Vouchers
Ref name: HFH/JLR PLAY CIC
Carer number: 0017272985

Payment by Sodexo/SayCare Vouchers
Ref name: HFH/JLR PLAY CIC
Carer number: 820568

Payment by Kidsunlimited Vouchers
Ref name: HFH/JLR PLAY CIC
Carer number: 00490511

Payment by Edenred Vouchers
Ref name: HFH/JLR PLAY CIC
Carer number: P20733221



Payment by Kiddi Vouchers
Reference: CB5 8ND
Carer name: HFH/JLR PLAY CIC

Payment by Care-4 Vouchers
Reference: 75838286
Carer name: Home From Home/JLR PLAY CIC

Payment by NW BROWN
Carer name: HFH/JLR PLAY CIC

Payment by Bravo Benefits (formally Busy Bees)
Carer name: Home From Home

Payment by Childcare Choices (Gov't Tax Free Childcare)
Carer name: Home From Home, CB 8NF (East Barnwell)

Payment by Childcare Choices (Gov't Tax Free Childcare)
Carer name: Home From Home, CB7 5RZ (Isleham)

If you have any questions regarding payment, then please contact JLR Play CIC as soon as possible.

