



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



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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. Previous positions held include pre-school manager, nursery manager, community playworker, play officer, playscheme co-ordinator and children and young people's participation officer as well as individual learning support lead worker in a primary school.

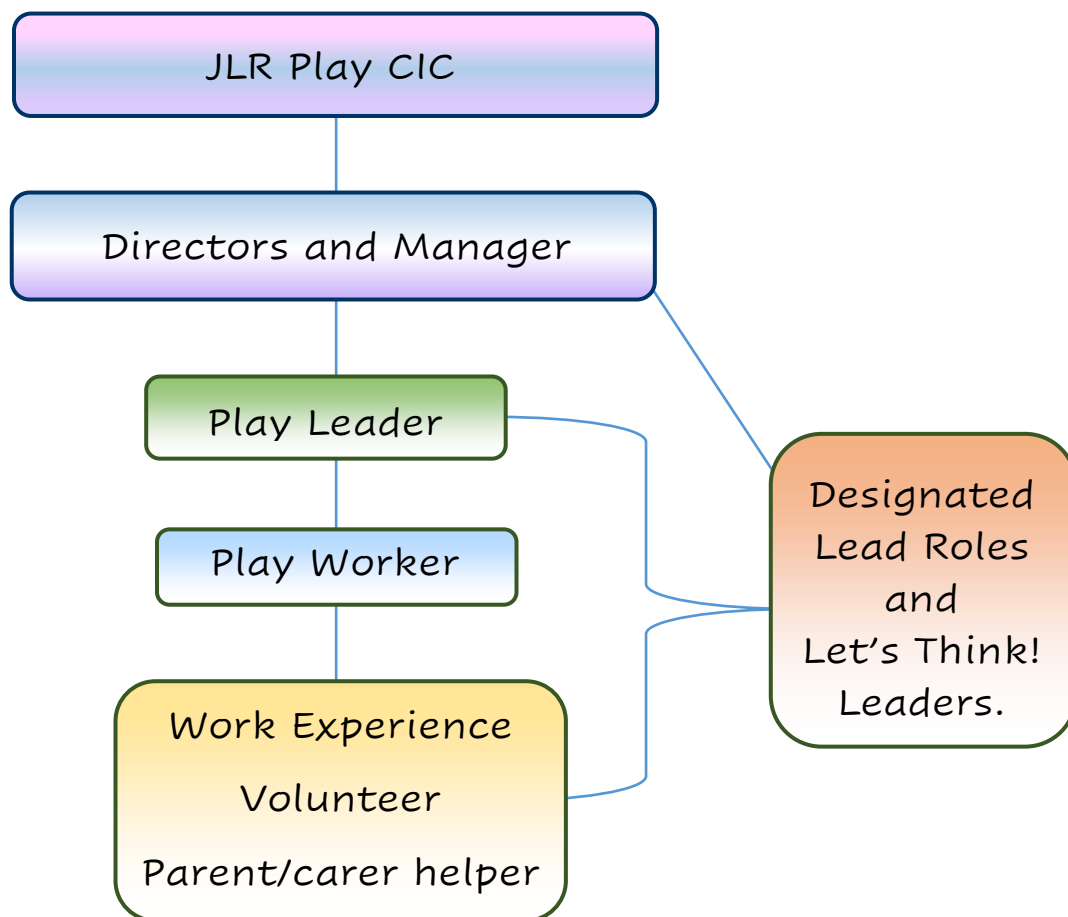
The staffing structure of JLR Play CIC is indicated over page with a minimum of one (1) Play Leader in attendance every session and one (1) Play Worker.

We are very fortunate to have a motivated team who have 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 – 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 – 07745 306283 (3pm to 6pm)

Ofsted Registration Number – 2745835.

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 – 07745 306283 (between 8am to 6pm)

Ofsted Registration Number – 2745835.

Home From Home at Isleham

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

Area used – Group room, hall, toilets, and secure outside space.

Service – [After School Club](#).

Contact us – 07398 878408 (between 3pm and 6pm)

Ofsted Registration Number – EY2532544



Home From Home in Isleham – holiday delivery.

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

Area used – Hard-floor room, hall, toilets, kitchen, outside park and field space.

Service – *Holiday Club.*

Contact us – 07787 425799 (between 8am to 6pm)

Ofsted Registration Number – to follow.

We are in the process of setting up sport sessions and regular art, craft and cooking sessions which will take place at the locations below.

JLR Play CIC Unit 4

Unit 4 Enterprise Centre. 61 Ditton Walk. Cambridge. Cambs.
CB5 8QD

Area used – Unit space.

Service – *JLR Play CIC – group sessions and craft workshops.*

Contact us – 07787 425799

Sportworks in Abbey – (part of JLR Play CIC)

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

Area used – Field space.

Service – *Sport 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**

**SUPPORTING
PLAY AND
LOOSE
PARTS**

**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.

JLR Play CIC Home From Home operates 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.

JLR Play CIC Home From Home has 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.

JLR Play CIC Home From Home prides itself 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.

JLR Play CIC Home From Home operates a child-led play-based environment to all users.

JLR Play CIC Home From Home provides 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.

JLR Play CIC is very excited to introduce our new projects that will start to be in place soon.

The Nature Space

A small illustration of a red ladybug with black spots is positioned to the left of the word 'The'. To the right of 'The' is a small illustration of a brown snail. The words 'Nature Space' are written in a large, green, rounded font below 'The'.

JLR Play CIC is still sourcing an ideal outdoor space that will be The Nature Space. This space will be an alternative outdoor play space to offer digging, planting and growing opportunities and sand, water, bark chip and soil play.

The 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.

Bee Yourself

A small illustration of a yellow and black bee is positioned above the word 'Bee'. Another small illustration of a yellow and black bee is positioned below the word 'Yourself'. The words 'Bee Yourself' are written in a large, orange-to-yellow gradient, rounded font.

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:

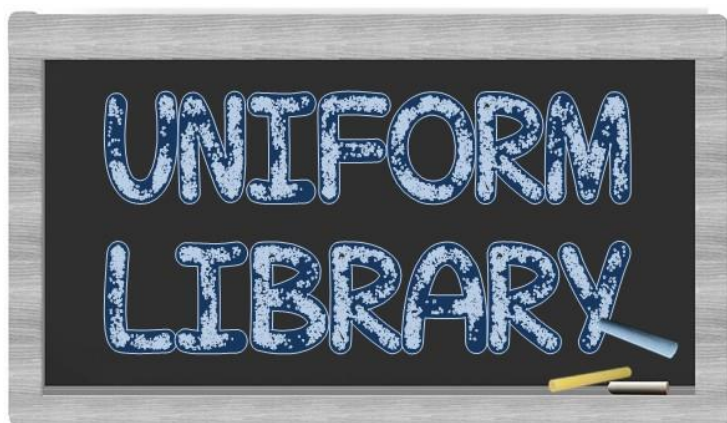
sight (use of colour, layout, space), smell (flowers and herbs), touch (different textured natural materials), sound (birds, quiet, windchimes) and taste (outdoor cooking/tasting of produce).





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.



Welcome to our Galfrid uniform library that will work on a 'Loan. Use. Swop!' basis for parents and carers at no charge.

JLR Play CIC will also offer a general clothes library using a similar set up but with a small donation of approximately 20p to 50p per item.

All donations are gratefully received!





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.

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.

Breakfast Club – East Barnwell Scout Centre

*Due to a significant drop in numbers we had to make the difficult decision to withdraw our **breakfast Club** service.*

This service stopped in April 2024.

We have always strived to offer a service that responded to need so if there is a good interest in offering this service again then we will consider this.

Our breakfast Club used to operate from 7.30am to the start of the school day.



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 5.45pm.

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

Staff have an up-to-date 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 and to keep everyone together as a group.

A light snack is available on Monday, Thursday and Friday for all children attending which may include:

- ✚ Crackers, wraps, pitta, and sandwiches -
Fillings include butter, ham, jam, grated cheese, cream cheese.
- ✚ Crumpets and toast -
Toppings include butter, baked beans, spaghetti, strawberry jam, apricot jam, honey, and marmite.
- ✚ Natural yoghurt -
With jam, honey and/or raisins.
- ✚ Pasta -
With tomato or cheese sauce.
- ✚ Fruit and vegetable -
Cucumber, tomato, pepper, oranges, melon, apples strawberries, grapes, watermelon, and pineapple.



A cooked tea is available on Tuesday and Wednesday for all children attending which may include:

- + Beef or vegetable lasagne.
- + Cheesy pasta bake.
- + Sausage and mash.
- + Fishfingers and mash.
- + Pasta pesto.
- + Mini roast with gravy.
- + Pizza and garlic bread.
- + Jacket potato with toppings (cheese, beans, tuna)
- + Fishfingers and mash.
- + Pasta pesto.

A range of toys, equipment, and resources are available during the session and children can move freely within the play space. Access to the outside play area is available as much as possible throughout the session.

Part of our delivery also includes trips to the local park and splash pad and sport on the field.



Holiday Club - East Barnwell Scout Centre.

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

The following snack options are offered for all children:

- ✚ Breakfast from 9am.
- ✚ Mid-morning snack from 10.30am to 11am.
- ✚ Afternoon snack from 3.45pm to 4.15pm.

Please note:

JLR Play CIC provides 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.

Please note:

As part of the HAF programme delivery we will be providing lunch for all children in attendance in Easter, Summer and Christmas holiday clubs.

Toys, equipment, and resources are available during the day and children can move freely within the play space.

Access to the outside play area will be available as much as possible throughout the day.

Theme days such as Harry Potter, Moshi Monsters, and Dr Seuss, along with selected activity workshops such as card making, badge making, face painting and cooking make up part of the holiday club timetable 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 very pleased to share that we are 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.



JLR Play CIC Home From Home in Isleham.

JLR Play CIC currently delivers 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.

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 who have siblings at Isleham CofE school.



After School Club – Isleham.

After School Club operates from the end of the school day to 4.30pm, 5.15pm or 6pm and operates from the group room.

Reception, year 1 and year 2 children are collected from their classrooms by JLR Play CIC staff and accompanied to the play space.

Year 3, 4, 5 and 6 children are accompanied by school staff or make their own way through the school to the play space.

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

- + Crackers, wraps, pitta, and sandwiches -
Fillings include butter, ham, jam, grated cheese, cream cheese.
- + Crumpets and toast -
Toppings include butter, baked beans, spaghetti, strawberry jam, apricot jam, honey, and marmite.
- + Natural yoghurt -
With jam, honey and/or raisins.
- + Pasta -
With tomato or cheese sauce.
- + Fruit and vegetable -
Cucumber, tomato, pepper, oranges, melon, apples strawberries, grapes, watermelon, and pineapple.

Toys, equipment, and resources are available during the session and children can move freely within the play space.

Access to the outside play area is available as much as possible throughout the session.



Holiday Club – The Beeches Isleham.

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

The following snack options are offered for all children:

- ✚ Breakfast from 9am.
- ✚ Mid-morning snack from 10.30am to 11am.
- ✚ Afternoon snack from 3.45pm to 4.15pm.

Toys, equipment, and resources are available during the day and children can move freely within the play space.

Access to the park area and field will be available as much as possible throughout the day.

Theme days such as Harry Potter, Moshi Monsters, and Dr Seuss, along with selected activity workshops such as card making, badge making, face painting and cooking make up part of the holiday club timetable.

There will also be lots of water play where the weather allows!

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 Lead Staff.







JLR Play CIC invests 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 lead members of staff who are trained in specific areas of the service.

Our lead roles include:

-  Play
-  Safeguarding.
-  SEND.
-  Equality and Diversity.
-  Health and Safety.
-  Safer Recruitment.

The service also has designated members of the staff team who take a lead role in 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 2024 .

| 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 July 2024.

| 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.

