

Current Prices

Breakfast Club	£ 3.00
Snack Club	£ 5.85
Tea Club	£14.65
Lunch Club	£ 4.50

(All prices are per session)

Sept 2018

Norcot



Early Years Centre

*Welcome to Norcot Early Years
Centre Wraparound Care Clubs!*

This booklet aims to give you more information about our Breakfast, Lunch and Tea Clubs.

If after reading this, you have any queries, please contact the Centre Office.

Tel: 0118 937 5577

E-Mail: admin@norcot.reading.sch.uk

www.norcotearlyyearscentre.co.uk

Sept 2018

Ofsted

We are registered with Ofsted and our reference number is EY257099.

Ofsted require us to hold an application form for each child. Although the Centre office holds contact details for you, staff do not have access to the office when the clubs are open.

Please would you complete the form given to you and return to us as soon as you can.

It is particularly important that you tell us if your child has any special dietary needs as we need to make sure the correct food is prepared.

And finally.....

The Clubs have a warm, friendly family centred atmosphere and we prepare activities for the children to enjoy inside and out in the garden.

We value our good relationships with parents and carers at Norcot. Please do not hesitate to contact us if there is anything concerning your child that you wish to discuss.

Lunch Club

We offer a lunch club place for children between 11.30am & 12.30pm. Leaflets and booking slips can be found in the entrance area to each building.

Please give your child a packed lunch and staff can advise you of suitable food and drink if you need any ideas.

Our lunchtime assistants will collect children from their class and take them to Hillside Hall.

Payment for Lunch Club must be made in advance even if your child is away on holiday or unwell.

Snack Club

We offer a snack club that starts at 3.30pm and ends at 4.30pm. Your child will be collected by staff from their class and taken to Waterside building. Children are given a healthy snack.

Tea Club

Your child will be collected by staff from their class and taken to Waterside building at 3.30pm. The club finishes at 6pm. Children are given a full cooked healthy tea followed by activities inside and in the garden.

Please ensure that you have booked a place in advance. Staff have a list of children expected to attend and we may refuse to accept a child if we don't have a booking. This is particularly important for Tea Club as our Cook prepares food to order for

special diets and for the exact number of children booked.

How to pay

Please complete a booking slip and place in the white post box with your payment. Cheques to be made payable to:

Norcot Early Years Centre

If you would like to pay direct to our bank or pay using childcare vouchers, please contact Barbara Wicks or Lyn Dunk in the office.

For a regular booking we can invoice you on a monthly basis. All payments must be made in advance.

If you need to change a booking, please tell us beforehand. All bookings must be paid for unless you have given notice in advance i.e. a holiday.

If you are using more than one club you can add payments together and put on one cheque. Please write on the back how much is being paid for each club and include your child's name.

Breakfast Club

Please take your child to Hillside Hall where the club opens at 8am. After breakfast, activities are available for the children to enjoy, then at 8.30am staff will take your child to their registration class.

Please make sure that all bookings are made in advance. Staff have a list of children expected to attend and we may refuse to accept a child if we don't have a booking. This is because we must have the correct number of staff and sufficient food.