



VICTORY HOUSE  
CHILDREN'S CENTRE

*Breakfast  
After School & Holiday  
Club*

*Information Pack*

For further information

OR

To book an appointment please contact,

**Grace Okpaloafe**

5 Congreve Street  
Off Old Kent Road  
Behind Lidl Store  
SE17 1TJ

OR

**Telephone:** 020 7252 7522

**Mobile:** 07950505241

**Email:** [admin@victoryhousechildrencentre.com](mailto:admin@victoryhousechildrencentre.com)

## Introduction

Thank you for enquiring about **Victory House Children's Centre Breakfast / After School / Holiday Club**. We have designed this information pack to answer any queries you may have about the quality of childcare that we provide.

Victory House Children's Centre offers a high standard of care for up to 40 children aged from 4 to 11 years. The Breakfast Club operates from 8:00am - 9:00am; the After School Club operates from 3:00pm to 6:00pm, 5 days a week, during term-times, and during holidays from 8:00am to 6:00pm.

We are Ofsted registered and we always aim to provide top quality, professional and affordable child care with first class resources and highly qualified and experienced staff. Our staff will continually update their qualification so as to keep up to date with current changes in the education and welfare system.

A police check is carried out on all staff on their enrolment and is kept updated.

The staff ratio is abided by the guidelines set to us by OFSTED.

### Enclosed are:

- Registration form
- Consent form
- Contract
- Equal Opportunities Form

Both the registration and contract forms have to be completed before we can allocate a place.

A non-refundable registration fee of **£10.00 per child** is required at registration.

Please feel free to discuss any questions or concerns you may have at any time.

After filling and signing all forms, kindly return them to:

**RCCG VICTORY HOUSE**  
**5 CONGREVE STREET**  
**LONDON**  
**SE17 1TJ**

## **Aims and Objectives**

The Club aims to

- Provide a child-centred play environment for children aged 4 -11years.
- Provide a range of exciting and fun activities that stimulates the children to learn through play in a safe and secure environment.
- Provide an environment where children can develop their skills and foster peer friendships.
- Develop relationships with the community at large so as to provide a service that is relevant to the community and which reflects the dynamics of the community.
- Provide a community based Club that is accessible, affordable and inclusive.
- Create an atmosphere which promotes and encourages the children's creativity, self confidence, self respect and independence.
- Provide quality care in a friendly, caring and fun environment that meets the needs of the children, parents and carers.

# General Information

## **RANGE OF ACTIVITIES**

### **Outdoor Area**

- ❖ Football, Hoops, Skipping and other outdoor activities

### **Computer & Interactive Area**

- ❖ Computer which the children can use for their homework, if they so wish and games.
- ❖ Play Station

### **Music Area**

- ❖ Tape Recorder, Dance Mat and Karaoke Machine

### **Hall Games**

- ❖ Snooker, Football Table and Table Tennis

### **Floor Games**

- ❖ Twister and Train Sets

### **Board Games**

- ❖ Scrabble, Chess, Ludo, Monopoly and Puzzles

### **Home Corner**

- ❖ Pretend Cooking and Role Play

### **Construction**

- ❖ Duplo, Lego, Magnetix and Construction Kit

### **Cookery**

- ❖ Pizza, Sandwiches & Cakes

### **Quiet Area**

- ❖ Books and Bean Bags in carpeted area

## **OPENING TIMES**

### **Term Times**

- Breakfast Club: Monday – Friday -8:00am – 9.00am
- After School Club: Monday – Friday, 3:00pm – 6:00pm

### **Holidays**

- Holiday Club: Monday – Friday, 8:00am – 6:00pm.

### **Breakfast Time**

- On arrival, we will offer children a choice of cereal and toast with fruit, juice and or milk.

### **Snack Time**

- Your child does not need a packed lunch for the after school club, because on arrival from school, we will offer the children a snack (**the menu list will be displayed on parent's notice board**). As part of our recognition of the Southwark healthy schools initiative, the club does not serve any fizzy drinks, just water and this is available for the children throughout the session. Children with special dietary requirements on health or religious grounds will be catered for.
- During Holiday Times, Children will be required to bring their lunch boxes, in addition to the club's meals.

### **Fees**

Fees are paid weekly or monthly in advance and cheques should be made payable to **Victory in Communities Resource Centre**.

We require a one week's deposit for every child before they start, this Fee is refundable at the end of your contract prior to no deficits.

All issued cheques should have the child's name on the reverse side.

- **Breakfast Club Full Week - £25.00 per week or £5.00 Per session -(Term Times)**
- **After School Club Full Week - £35.00 per week or £7.50 Per Session (Term Times)**
- **Holiday Club Full Week - £75.00 per week or £15.00 per day (Discount for Siblings)**

***Holiday fees include some day trips and parents will be notified in advance and sometimes may need to contribute towards trips.***

***If arrears of fees occur for a month and reasonable reminders have been made, then we reserve the right to offer the place to another child.***

***Discounts will be available for siblings who both attend full time.***

***A non-refundable registration fee of £ 10.00 per child is required.***

# Victory House Children's Centre

## REGISTRATION FORM

**RETURN TO:****Victory House Children's Centre**

5 Congreve Street, London. SE17 1TJ

Telephone: 020 7252 7522 Mobile: 07950505241

Victory House Children's Centre does not discriminate on the basis of race, colour, religion, national or ethnic origin, marital status, disability, sex or age

### 1. Child's Details

Child's Name (in full): \_\_\_\_\_

Name to be called: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address \_\_\_\_\_

Post Code: \_\_\_\_\_ School Attended: \_\_\_\_\_

School Address: : \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Child's Closing Time: \_\_\_\_\_

Code Name (for person, other than yourself collecting your child): \_\_\_\_\_

### 2. Parent(s) / Carer(s) Details

Parent(s) or Carer(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

### 3. Person Collecting Child Detail (First Choice)

Name and Address of Person collecting Child from the Club if different from the above

(children will only be allowed to leave with a named person)

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

### 4. Person Collecting Child Detail (Second Choice)

Name and address of Second

Person collecting child from the club.

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

### 5. Emergency Contact

Details of second contact

other than collector who may be able to collect the child in an emergency

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

## 6. Child's Doctor's Details

Name and Address:

Surgery Phone No.: \_\_\_\_\_

## 7. Other Information

Does your child have any known medical problems?  
(Please list)

Does your child have disabilities or any special needs: (Please list)

Does your child have any known allergies or major dislikes (i.e. foods / materials)

On which days will your child attend the After School Club?

Monday  Tuesday  Wednesday  Thursday  Friday

On which days will your child attend the Breakfast Club?

Monday  Tuesday  Wednesday  Thursday  Friday

Breakfast Club is only open to children who attend *Townsend Primary School, Victory Primary School and English Martyr's Catholic School* for now.

When would you like your child to start at the club? \_\_\_\_\_

Any other Information:

Some of the routine activities of the club may involve Face Painting, visiting parks or short trips. For your child to take part in these activities, you must give your permission.

I agree to my child taking part in the activity described above.

Yes  No

I consent to any emergency medical treatment necessary during the running of the club.

Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# VICTORY HOUSE CHILDREN'S CENTRE

## CONSENT FORM

**RETURN TO:**

**Victory House Children's Centre**

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**PLEASE DELETE AS APPROPRIATE**

### 1. Club Activities

I / We \_\_\_\_\_ hereby give permission for my child / children \_\_\_\_\_ to participate in all Victory House Children's Centre activities knowing that they will be properly supervised at all times.

I understand that Victory House Children's Centre accept no responsibility for loss or damage to any personal effects.

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### 2. Medicine / Emergency

I / We \_\_\_\_\_ hereby give permission for my child / children \_\_\_\_\_ to have calpol, or sun-cream (supplied and labelled by parent).

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### 3. Transportation

I / We \_\_\_\_\_ hereby give permission for my child / children \_\_\_\_\_ to be transported by Car, Mini Bus or Public Transport.

I / We understand that they will be in appropriate seat belts at all times.

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### 4. Photographs

I / We \_\_\_\_\_ hereby give permission for my child / children \_\_\_\_\_ to have his/her picture taken for VHPS activities.

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

# Victory House Children's Centre

## CONTRACT (Club Copy)

### RETURN TO:

Victory House Children's Centre

5 Congreve Street, London. SE17 1TJ

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### 1. Club Activities

I / We understand that to secure a place for

\_\_\_\_\_ at Victory House Children's Centre, I

must

- Pay the registration fee before the start date
- Complete forms attached and return to the club before the start date
- Pay fees in advance as agreed with the club on a weekly or monthly basis or a penalty of £ 5.00 per week is incurred
- Fees are payable irrespective of whether your child attends on the booked days.
- Inform the club if my child is unwell and unable to on attend booked days.
- Bring my child in at booked times, not earlier
- Collect my child at booked times, not later as this incurs a late penalty fee of £7.50 for the first 10mins and £10.00 every 10mins thereafter. (This is payable on the day).
- Inform the club before 12.00 p.m. if I do not need the club to pick my child up from school
- Collect my child if they are unwell
- I agree to inform the club as soon as possible of any change to my contact details
- Pay any penalties incurred by my failure to abide by above conditions
- Accept that I will be given two weeks notice if my child's place becomes unviable except in situations of abusive or unacceptable behaviour which may result in immediate exclusion.
- Give the club two weeks notice if I choose to end this contract
- Realise I could lose my child's place without notice if I fail to comply with these terms and conditions

Signed \_\_\_\_\_ Date \_\_\_\_\_

Application Accepted \_\_\_\_\_ Date \_\_\_\_\_

# VICTORY HOUSE CHILDREN'S CENTRE

## CONTRACT (Your Copy)

**RETURN TO:**

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- Give the club two weeks notice if I choose to end this contract
- Realise I could lose my child's place without notice if I fail to comply with these terms and conditions

Signed \_\_\_\_\_ Date \_\_\_\_\_

Application Accepted \_\_\_\_\_ Date \_\_\_\_\_

# VICTORY HOUSE CHILDREN'S CENTRE

## EQUAL OPPORTUNITIES FORM

**RETURN TO:**

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Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: MALE

FEMALE

### Ethnic Origin

Asian or Asian British - Bangladeshi	
Asian or Asian British – Indian	
Asian or Asian British - Pakistani	
Asian or Asian British – Other	
Black or Black British – African	
Black or Black British – Caribbean	
Black or Black British – Other	
Chinese	
Other Ethnic Group	

Other Mixed British	
Vietnamese	
White and Asian	
White and Black African	
White and Black Caribbean	
White British	
White Irish	
White European	
White Other	

### Religion

Buddhist	
Christian	
Hindu	
Jewish	

Muslim	
None	
Other	
Sikh	

If you feel none of the groupings above apply to you, please describe below:

Ethnic Origin: \_\_\_\_\_ Religion: \_\_\_\_\_

Does your child have any disability? YES

NO

Please state the nature of the disability: \_\_\_\_\_