

Mobile Crèche Team
Early Years, Childcare & Play
The Wool Exchange, Hustlergate,
BRADFORD, BD1 1RE

Early Years, Childcare & Play
Reception
(01274) 431813

Mobile Crèche Coordinator

(01274) 435082 / 07748105797
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City of Bradford Metropolitan District Council

Early Years, Childcare & Play

www.bradford.gov.uk

Mobile Crèche

"providing childcare when and where you need it"

Information Brochure

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Sample booking form

City of Bradford Metropolitan District Council

Early Years, Childcare & Play

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MOBILE CRECHE BOOKING FORM

ORGANISATION Name and Address

Contact Name

Telephone Number

INVOICE Address (if different)

Contact Name

Telephone Number

VENUE Name and Address (if different)

Contact Name

Telephone Number

Date(s) and Time(s) of Cover

Number of Individual Crèche Sessions:

Risk Assessment Needed:

YES

NO

Crèche Equipment Needed:

Number of Children Attending:

Age Range of Children Attending:

Any Special Needs:

Lunch Break Provided:

YES

NO

(FROM

TO

Cancellations or non-attendance on the day will incur 100% charge

SIGNATURE

Please keep a copy of this form and return the original to the
Mobile Crèche Team, Early Years, Childcare and Play, The Wool Exchange, Hustlergate,
BRADFORD, BD1 1RE

Tel: (01274) 435082 / (07748) 105797 Fax: (01274) 229368

Insurance

All the childcare provided by the Mobile Crèche is covered by the Public Liability Insurance of Bradford Early Years and Childcare Service.

Cancellations

We can only accept bookings with at least two weeks notice. Provisional bookings can be made in advance and cancelled if not needed with one week's notice. Cancellations or non-attendance on the day will incur a 100% charge.

Other Services available at Early Years, Childcare & Play Training Course Information and Bookings

(01274) 431479

First Aid equipment is available.

Children's Information Link

(01274) 437503

Access and Inclusion (Special Needs, Equality)

(01274) 431532

Advice on Setting Up Childcare

(01274) 435290

Advice on Working with Children

(01274) 431482

Access to the Workforce Development Newsletter

(Vacancies)

(01274) 431482

Introduction

The Bradford Early Years, Childcare & Play Mobile Crèche provides temporary childcare in adapted accommodation e.g. church halls, hotel rooms, throughout the Bradford district.

Our crèches are suitable for:

- **Business Meetings** • **Community Activities**
- **Parental Support Programmes**
- **Conferences** • **Courses**
- **Training Days**

We cater for children aged 0-5 years and provide staff and play resources.

Staffing Ratios

The crèches are staffed by suitably qualified and experienced staff. Our required minimum ratios are:

- | | |
|--------------------|------------------------------|
| • 0-2 years | 1 staff to 3 children |
| • 2-3 years | 1 staff to 4 children |
| • 3-5 years | 1 staff to 8 children |

Please note you must always have **two** workers in your crèche, even for one child.

We also offer **FREE** Settling-In sessions for parents/carers and children.
(please see additional settling in document)

Costings

Prices for the crèche/s are on a sliding scale, detailed in the table below:

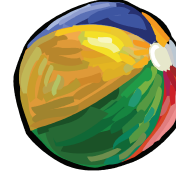
		Number of hours							
		2	3	4	5	6	7	8	
Number of workers	2	£70	£90	£110	£130	£150	£170	£190	
	3	£100	£130	£160	£190	£220	£250	£280	
	4	£125	£165	£205	£245	£285	£325	£365	
	5	£150	£200	£250	£300	£350	£400	£450	
	6	£175	£235	£295	£355	£415	£475	£535	

A risk assessment, where necessary, will cost £15

There will be a **5% discount** if customers use their own play equipment.
This will be checked for suitability during the risk assessment.
No extra charge for setting up or clearing away of the Crèche.

Resources

All resources are chosen for suitability and safety for the age range of the children. Craft activities are offered so the children can experiment and develop free expression.



Equal Opportunities

All children are catered for regardless of race, gender, religion or disability and our provision reflects this.

Additional Needs

Children with additional needs are catered for as long as we are able to meet their needs. This must be stated on the booking form so we are able to meet their needs.



Venue

Crèches can be provided at most venues. The accommodation needs to be suitable and a risk assessment is required to ensure this if the venue has not been used by the Mobile Crèche previously. Copies of completed risk assessments can be made available on request.



First Aid equipment is available.

A healthy snack will be provided for the children at each crèche

