



## **Telegraph Hill Centre Opportunity to Tender for Breakfast and After School Clubs**

### **Context**

#### **The Centre mission statement is**

"To work with the people who live or work in the Telegraph Hill area and surrounding neighbourhoods in improving their quality of life and community amenities."

#### **The Centre's Aims and Objectives**

These are to:

- Encourage and support people from all sections of the community who live or work in the Telegraph Hill area in improving community amenities and the quality of life in the neighbourhood;
- Provide a setting within which activities and services which meet this aim can be organised; and
- Ensure that all activities and services provided by or at the Centre give equal opportunities for people to develop physically, mentally and/or spiritually, and enhance people's self respect and dignity as individuals and members of the community.

#### **Who uses the Centre?**

There are three types of activity at the Centre:

- Core Activities are the Centre's own projects, such as the Lunch Club for the Senior citizens, Bumps Babies & Toddle On and the Youth Club
- User Groups are regular activities in the Centre which are not part of the Centre's own core work, but which the Centre wants to support because they fit with the Centre's aims and objectives.
- Casual Lettings are one-off lets for social events, training, seminars, meetings etc

#### **Our Expectations of an After School Club Provider**

Specifically we are looking for a provider who will:

- Above all, provide the children with an environment where they feel stimulated, safe and secure
- Provide a Breakfast Club from 7.30am until 8.45 am (Breakfast menu must include a varied healthy range of foods)
- Provide After School Care from 3.00pm until 6.30pm (Tea time snack must include a varied healthy range of food)
- Be suitably qualified to provide the management and delivery of out of school care for 4 or 5 to 11 year olds
- Offer holiday schemes which a varied programme both, formal and informal covering, cultural, artistic, educational, social and physical activities
- Work flexibly with the Centre and to share facilities with other Centre users who are running classes and clubs in the Centre
- Communicate clearly with parents, carers and the Centre staff
- Have high standards of care for our facilities and understand the need to work with our Centre manager to ensure facilities and fabric is maintained and developed
- Ideally be in a position to start providing care from January 2014, even if initially for a smaller number of children.
- Provide on-going training for staff

- Provide full policies and procedures appropriate to running out-of-school care which incorporate the minimum requirements set out in 'A Safe Church' a manual for parishes in the Diocese of Southwark  
<http://www.southwark.anglican.org/what/diocesan-policies-procedures>

### **What can the Centre offer you?**

- A weekly term time rental charge of £212.50 for the 1<sup>st</sup> six months that includes utilities costs (except telephone, internet, public liability). This is based on the Club using the Centre for five hours a day Monday to Friday
- Newly refurbished self contained room (76 square metres) completed by 31 December 2013 and additional space of 142 square metres for holiday schemes
- A kitchen
- Additional space for activities including use of an outdoor area
- Supportive Centre staff and Committee members
- A proven demand in the area for Breakfast Club and After School care (three local primary schools with waiting lists for the established out-of-school care providers)
- The option for the After School club children to join one of the many classes and clubs taking place between 4pm and 6pm run by others organisations based in the Centre (additional cost):
  - Monday Kumon (maths & English school)
  - Tuesday Ballet and Tap
  - Wednesdays Spanish
  - Thursdays Capoeira and Mandarin
  - Friday Drama and French

### **How to apply**

Applications are welcome from high quality providers who are prepared to work in close partnership with the Telegraph Hill Centre. Visits to the Centre are encouraged prior to submitting a tender.

### **Visit Days**

22 & 29 November between 1pm and 3pm

### **Tendering**

Tenders should be emailed to the Centre by 12 noon Monday 9 December 2013. Please download the tender from our website [www.thcentre.com](http://www.thcentre.com)

### **Presentation**

Successful applicants will be invited to present to an interview panel on Friday 13 December 2013 (during the day)

.All enquiries and applications, including requests to visit the Centre, should be directed to Jane Hartley, Centre Manager [telegraphhill@toucansurf.com](mailto:telegraphhill@toucansurf.com)

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