

## Policies & Procedures

At Carew II we are committed to providing high quality services to do this we have produced a policy and procedure document.

This document outlines how decisions are made and includes the following.

- Child Protection
- Visitors to the Centre
- Admissions Criteria
- Staff Rations
- Health Care of Children
- First Aid
- Accident Form
- Smoking
- Equal opportunities and Harassment
- Education
- Training
- Health & Safety
- Management Structure
- Networking with Other Agencies
- Employment Practices
- Crèche
- Customer Care

## Our Centre

Carew II Family & Training Centre is a community based organisation owned and managed by the Newtownards Road Women's Group Ltd. The group was formed in the early 90's to prevent the closure of the Centre's original premises and they have evolved into a professionally run management group who created and developed today's purpose built Centre.

Carew II offers a warm and welcoming atmosphere to anyone from within the local community of Inner East Belfast wishing to learn new skills, update their skills/qualifications or just build their confidence by taking their first course or qualification.

We understand the concerns many adults face when making a decision to return to learning. For this reason our staff - who are mainly local people and have personal experience of returning to training - are encouraging and very supportive.

The Centre also provides two playgroups, a crèche, toddler group, after school facilities, youth projects, and a summer scheme. Our childcare services are staffed by fully trained, qualified and highly motivated and committed personnel.

### Dates for your Diary

#### Culture Day

**Saturday 16th August 2008 12-4pm**

**Registration for Afterschool**

**Thursday 21st August 2008 12-2pm**

If you would like more information about CarewII feel free to contact

us on : 02890451730 or Web [www.carewii.co.uk](http://www.carewii.co.uk)



**carew II**  
Family and Training Centre

*An open door to all  
local people  
Newtownards Road  
Women's Group Ltd*

**CAREW II FAMILY &  
TRAINING CENTRE**

**15 Tamar Street,  
Belfast, BT4 1HS**



# CarewII Facilities

CarewII is a user led facility, owned and managed by the Newtownards Road Women's Group Ltd—a group of local women who care about their own community and the people in it.

We offer a range of facilities for local families. Our friendly staff and welcoming atmosphere is an ideal place to meet your needs for childcare and training.

We offer the following:

- **2 Pre-school Playgroups** with places for 16 children in each, these run Monday to Friday 9.30am to 1.30pm.
- **Afterschool Club** with places for 32 primary school age children and runs Monday to Thursday 3pm-5pm.
- **Toddler Group** this runs on a Friday 10-12 noon. (Adult must attend)
- **Summer and Other Holiday Schemes** 32 children per scheme these run at various times throughout the year.
- **Specific Youth Projects** organised throughout the year.
- **Meeting Rooms** for use by other groups or organisations.
- **Baby Massage** facilitated by a Health Visitor Fridays 10-12 noon.
- **Volunteering Opportunities** for local people within a range of settings including childcare, gardening and administration.

**Free Internet Access every**

**Thursday Afternoon 2pm—4pm**

**please contact the centre to book your place.**

**Places Limited.**



If you would like to find out more about our

Training Timetable for September or would like to

enrol on any of the classes please contact us.

We offer short courses and tasters sessions

over the Summer Period—to find out more

please contact us on **02890451730**

All of our childcare services are high quality, accessible and affordable. We are registered under the Children's Order (NI)

by Social Services who monitor our work and also carry out vetting of all staff, volunteers and placements. Our staff are qualified and trained within their field and committed to providing the best possible care.

## **Management Committee**

Maura Stevenson—Company Secretary

Julie Dunn—Chairperson

Rekha Vivekananda—Secretary

Norma Vance—Treasurer

Emma McCluskey

Sandra Workman

Heather Dickson

Ruth Brown