

Thank you for your email. Please see below our responses:

1. Numbers of children, age range, and average length of stay

The setting will accommodate **20–30 children** at any one time. The children will be within the **5–16 age range**, with the majority being **primary school age (5–12 years old)**. Children will typically attend for after-school and holiday care sessions, ranging from a few hours after school to part-day sessions during school holidays.

2. Number of staff and shift pattern

Staffing levels will generally be **2–4 staff** on site, depending on numbers of children attending. Staff will operate on a straightforward day/afternoon shift basis covering the times the service is open.

3. Existing parking arrangements

The property benefits from a **dedicated car park at the front of the building**, as well as **2–3 additional parking spaces in a designated garage area**, which will comfortably support parent drop-offs/pick-ups and staff parking.

4. Building security and fire safety

The premises will be operated in line with standard requirements for childcare facilities. The building will have **lockable office doors** and is currently fitted with a **working fire alarm system**. We are also working closely with **Faye Robinson (Wraparound Care Coordinator)** and **June Davidson (Early Years Coordinator)**, who have carried out site visits on our other premises and reviewed health and safety, safeguarding, and controlled access measures. Both will also be carrying out a site visit at Oak House to ensure all standards are met prior to opening. A secure **main door buzzer system** will also be in place to control access.

5. Professional visitors to the site

There will not be many professional visitors to the site. On occasion, there may be visits from **Ofsted** as part of their regulatory role, but these are infrequent. Apart from this, the only people attending will be our **own staff, tutors, educators, and childcare workers** who are employed as part of the service. Very occasionally, a **local authority representative** may arrange a drop-in visit, but this would always be agreed or notified beforehand.