

PRIME TIME KIDS CLUB

England & Wales · Charity number 1140465

Details

Status Registered

Legal form CIO

Registered 2011-02-17

Register [View on the Charity Commission register](#)

Contact

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Wareham
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Activities

Objects: 1) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS AND SCHOOL HOLIDAYS.2) TO ADVANCE THE EDUCATION AND TRAINING OF THE PERSONS IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES.

Activities: We run breakfast, after school and holiday clubs for children aged 3 to 12 in the Wareham and Purbeck area. We raise funds to keep fees as low as possible.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, Other Defined Groups

Geography

- Dorset
- Poole

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£115,792	£66,316	-	-
2024-08-31	£70,936	£66,638	-	-
2023-08-31	£64,912	£61,489	-	-
2022-08-31	£45,476	£59,322	-	-
2021-08-31	£57,771	£54,013	-	-

Trustees

Name	Role	Appointed
ROBERTA STURGESS	Chair	2022-04-26
Coralie Anne Frankland		2024-02-20
Emma Louise Hart		2026-02-24
Emma Louise Susan Clough		2026-02-24
JONATHAN FRASER MAXWELL DARLING		2022-04-26
James Richard Bennett		2015-03-11
KEVIN BROOKES		
Steven Place		

Accounts

Charity number: 1140465

PRIME TIME KIDS CLUB
(A Charitable Incorporated Organisation)
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the Year Ended 31 AUGUST 2025



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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2025

The Trustees present their Report, together with the independently examined financial statements for the year ended 31 August 2025.

Structure, Governance and Management

Prime Time After School and Holiday Club was formed as an unincorporated voluntary organisation in October 1995. Prime Time Kids Club was set up as a company limited by guarantee on 4 January 2011 and became a registered charity on 17 February 2011. The Management Committee of Prime Time After School and Holiday Club agreed with the directors of Prime Time Kids Club to transfer all its assets, liabilities, staff etc. on 6 April 2011. On 12 March 2019 the charity converted from a company limited by guarantee to a Charitable Incorporated Organisation (CIO).

Prime Time Kids Club is a CIO with more members than its Trustees. It encourages those who support its aims, particularly the parents and carers who make use of the services, to become members. The members then elect Trustees, a third of which must stand down each year. The Board of Trustees during the year had a total of eight Trustees of which three were parents/carers of children using Prime Time and three previous users. The Board elect a Chair, Secretary and Treasurer. The Board meets at least 6 times a year but uses e-mail to debate issues between meetings and help inform any decisions taken by the Chair and/or its staff. Each Board member is provided with an induction pack containing the organisation's Constitution, past minutes and accounts and all the charity's policies.

All the Trustees give their time voluntarily and none received any benefit other than that which any other beneficiary would receive. One Trustee is closely related to one member of staff; however, approval has been given by the Charity Commission to the employment and the Trustee concerned takes no part in decisions relating to staff pay or conditions. These transactions and any expenses reimbursed to Trustees by the charity are set out in Note 4 to the accounts.

As Prime Time provides childcare services to 4-12 year olds we are registered on the Early Years, Childcare and the Voluntary Childcare Registers. Therefore, Prime Time is covered by Ofsted's regulatory activity and is subject to regular inspections. Our last Ofsted inspection was in October 2022 which you can find at <https://reports.ofsted.gov.uk/provider/16/EY425576>.

The Board meets to agree policy, pricing, funding, etc. Prime Time employs a Manager who has day to day control of Prime Time's operations and who attends the Board meetings and receives regular supervision from an ex-Chair of the charity. The Manager is responsible for all other staff, ensuring that Prime Time's policies, as agreed by the Trustees, are carried out and bringing to the attention of the Board any issues that require a policy decision.

Charitable Objects

The charity's objects as set out in its Constitution are:

- 1) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- 2) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Public Benefit Statement

In considering its future strategy, aims and objectives, Prime Time's Trustees have paid due regard to the Charity Commission's general guidance on Public Benefit. The Trustees are satisfied that through its primary activities the charity provides identifiable benefits consistent with its charitable objects. The Trustees do not consider that these activities produce any identifiable detriment or harm. The Trustees are satisfied that any private benefit is incidental to its public benefit activity.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2025

Aims

Prime Time's main aim is the provision of childcare for 4-12 year olds. It is our mission to provide the highest level of childcare that meets the needs of children and their parents and carers. We aim to employ the highest calibre of staff possible with the appropriate qualifications, to plan provision to best meet the needs of parent/carers at the most affordable price, and to provide for the widest needs and interests of children and involve them, wherever possible, in planning and evaluation.



Our main services are:

- Term-time Breakfast Club, 7:30am-8:45am for up to 25 children per session
- Term-time After School Club, 3pm-6pm for up to 25 children per session
- School Holiday Club, 7:30am-6pm, open 11 weeks of the year for up to 25 children per session

Prime Time also aims to improve the skills of its staff and others. Therefore, it invests in training for its staff and seeks, where appropriate, finance to support such training.

During the main Covid emergency, we, like most educational and care organisations, were closed. In September 2021 all restrictions on childcare settings were lifted. Since then, numbers have slowly returned to pre Covid numbers. In the years since reopening we had to attract grants to cover some of our costs as the Trustees did not wish to pass on all the additional operational costs to parents and carers who continue to experience the cost of living crisis, and to provide free childcare to families in need.

Achievements and Performance

Over the year from September 2024 to August 2025 Prime Time was open as follows:

- Breakfast Club for 190 days, averaging 13.0 children per session (Last year:12.9, Pre-covid:14.3)
- After School Club for 190 days, averaging 17.1 children per session (Last year:14.2, Pre-Covid:14.9)
- Holiday Club for 11 weeks of the year averaging 17.2 children per day (Last year:16.6, Pre-Covid:17)

Over the year Prime Time provided a service to 123 individual children (Last year:125, Pre-Covid:130) from 90 families (Last year:89, Pre-Covid:88). These are similar to the numbers of children and families benefiting as last year and now almost the same as pre-Covid. Of the 123 children, 29 (24%) had additional needs and 33 (27%), from 26 families, benefitted from free places.

The Breakfast Club provides a good wholesome breakfast and calm atmosphere before school preparing them for formal learning. We have regular feedback from the local primary school that this is the case. Numbers using it, and After School, increased on the previous year and are now close to, or better than, pre-Covid numbers.

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Holiday Club numbers have been good this year and were slightly higher than pre-Covid. For the fourth year we took part in the Holiday Activities and Food (HAF) programme. This programme is funded by central government and administered by Dorset Council to provide an offer of fun activities and healthy meals free of charge to children who are eligible for free school meals during school holidays. Usually, these places are only funded for the three main school holidays, but this year funding was also made available for the Spring half term. We offered up to six half-day places for three days at Christmas, for five days at Spring half term, for nine days at Easter and 22 days for the Summer holidays. Therefore, we offered a total of 234 places over the year of which 226 were used by 19 children from 12 families. Some of these families paid extra to stay all day benefiting two children at Christmas, two at February half term, four at Easter and four in the Summer. The Trustees greatly value this scheme as it allowed these children and their families to benefit who may well have been unable to afford our fees, even though we are much lower than other providers.

We successfully applied for grants to provide subsidised places to families in need during term time and half term holidays which benefited 15 children over the year. We liaised with the school and children's social care to identify those in need. It supported children on protection plans with Children's Social Care, those who are refugees and whose first language is not English, children with parents who have learning difficulties, those living in families with low incomes, and children with siblings with complex needs. The funds were:



- Purbeck LAG Inclusion Fund supported a Music and Movement for Well-being project. It helped us to purchase go-carts, a music system and trampolines, and offered free places to eight children from eight families to attend 85 after school sessions between January and March 2025.

- Dorset Council Community and Culture Project Fund R8 supported low income families between January and December 2025 (originally, we applied for two terms of funding but the funder wanted us to extend the project for a third term). Between April and July free places were used by 18 children from 15 families for 225 sessions.

- Dorset Community Foundation supported those experiencing cost of living issues by supporting those to work who may struggle to afford childcare without it. Between September and December 2024, we supported nine children from nine families to attend 92 after school sessions and the October half term.

The free places enabled children, who were identified as being in need, to experience play with peers including the chance to try new activities and games. We created a safe space to play and explore, craft and create, be indoors and outdoors and have fun. It also allowed some parents opportunities to access work knowing their children had suitable, registered childcare and improved the well-being of the family unit. One parent explained how hard it is to heat the home and was using the food bank. She was desperate for her child's funded place as her child is so happy attending, and she felt it was a positive part of her child's week. There had been difficulties with friendship groups at school, and she felt we provided a space where her child could play in a smaller group and increase her confidence and self-worth. She felt her child valued her time with us and it was something she looked forward to. Several parents have said how they were able to secure additional shifts in their work with their child being funded with us. This made them feel more empowered in their workplaces as it showed they were able to put themselves forward to go the extra mile at work which reflected on them

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as reliable employees. Two of the children who benefited were refugees and have English as a second language and playing with peers for a sustained period has greatly helped to improve language and social skills. It has also enabled the families to feel a part of something else within the school community grounds. Quotes from some of the families included:

- “The free sessions make a huge positive impact on our family life. I am able to work more hours which helps massively financially. I’m also studying at college one day a week, so this allows me to further my career. A enjoys the sessions at primetime and is always excited to go and says he has a lot of fun. We appreciate and need these sessions, being a single parent with no family members around me, I wouldn’t be able to provide what I do for my children.”
- “B has a younger sister with autism and severe learning disability. The extra sessions have been a great way for B to have some fun-time away from school and home.”
- “C loves going it helps her make friends learn new things and skills.”
- “Where do I start, I am super grateful that I have been offered the free sessions, as this has helped me grow my own business and take on a few extra cleaning jobs that I wouldn’t of if prime time wasn’t there. Both my children really enjoy going seeing different friends from different year groups and the fun activities they do here. The staff are amazing and friendly too! It really has helped us a lot. Thank you 😊”



This year we developed a relationship with Anglebury Court, a care home in Wareham run by the local council. It started with carers approaching us to visit the residents. A plan was put in place to visit the care home in October Half Term for a Halloween party. We attended for a few hours and played games, dressed up and enjoyed party food that the care home provided for us. In the summer the home brought a few residents up to us over two days. On one occasion they enjoyed sitting outside with the children doing colouring, having cakes and a drink and watched a music show the children performed for them. On the second occasion they played inside and watched some TV with

the children whilst enjoying an ice lolly. We plan to go to the care home again in October 2025 Half Term for lunch with the residents.

We continue to receive very positive feedback from our users. We regularly talk to, and survey, children and parents/carers about Prime Time. Below are some findings and quotes from the latest parent survey:

1. Please tell us what difference it makes to you and your family to be able to use Prime Times services? What do you look for when selecting childcare/ what is important to you?

- “Prime Time makes ALL the difference to our lives. I rely on the breakfast and after school club for my daughter. As a single parent, I wouldn’t manage my work without the wrap around school care. It’s a reliable, kind and fun service. Easily contactable and my daughter LOVES going. I look for a home from home feel when choosing childcare. I want my daughter to feel free to be herself, be able to unwind after school and have fun non-school activities.”
- “It makes a huge difference. Our kids love Prime Time, and the holiday club covers a better range of hours than any other we have found. We look for childcare environments that are supportive and positive experiences for our kids, promoting learning in an engaging and playful environment, and helping kids to grow themselves in a healthy and outward looking way.”

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- “Enable me to take my daughter to her SEN school base. Prime Time have been flexible when I have needed to add my son in for extra morning due to my daughter needing me to be with her unexpectedly.”
- “It makes a huge difference I’m able to work longer days due to Prime Time offering before and after school clubs.”
- “It makes a massive difference to our family being able to use Prime Time, I know my son is safe and having fun while I am having to work.”

2. What are the highlights/ positives for you as parents and for your child/children? What do you like about us?

- “Flexible booking, I like that my son is always happy to come, he loves the range of activities.”
- “Always enjoys going. Has fun. Staff friendly and accommodating”
- “Prime Time is very flexible and accommodating. The type of activities they offer to the kids are brilliant and it is just what they need after a long day at school”
- “I love that my child wants to go. Has fun, has made friends outside of her own school”
- “What stands out for me is the emotional care and support. Empathy towards my child and I has been wonderful. When she struggles on handovers the team, who know her well, are able to support her as I would.”
- “Warm welcome, wide range of activities, long operating hours.”
- “How easily my child settled into your setting and felt welcomed”



3. Overall, what rating would you give us? (Outstanding, Good, Average/OK, Poor)

- 86% said Outstanding
- 14% said Good

4. Is there anything else positive or negative you feel you would like to share with us? A special mention for something we have done. A concern you have.

- “All the staff are fab but Helen is stand out x thank you. Also Jo, so kind and gentle nature.”
- “Despite social services taking forever paying the invoices, Helen was very understanding and still allowed us to use her service.”
- “The staff at Prime Time are welcoming, professional and supportive. Would be lost without them.”

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- “Overall my experience is really positive and I am so glad it is available. A special mention absolutely needs to be said for accommodating us on a few last minute occasions when we have been called into work and you have very kindly taken the kids with about two seconds notice. We would absolutely be lost without this level of flexibility”
- “Just a mention but your door look unwelcoming with all the notes and stickers.”
- “Everything is positive with Prime Time!”
- “Have used you guys on and off for 6 years and it is always consistent with care and communication. When we have such a chaotic life this safe space for my son to play and chat to friends and staff has been amazing”

5. 100% of respondents said:

- The staff are approachable and willing to help with any concerns
- Prime Time is a good play experience for their children, with a range of play types provided
- Would recommend us to another parent

In October 2022 we had our first Ofsted inspection since 2016. The inspection made some very highly positive statements that reflect the high quality care we provide:

- Leaders are committed to fulfilling their vision to create an environment where children feel welcomed, safe and at home. They prioritise children's well-being by supporting staff to build respectful relationships with children, through shared training, regular feedback and discussion.
- Leaders provide an appealing range of resources. These range from resources to encourage children's imaginative play, to board games and craft activities.
- Children benefit from physical play in the fresh air using their outdoor shelter, playing ball games and using climbing equipment.
- Staff provide children with warm, friendly responses to their requests. They allow children to make choices in their play. Staff carefully watch children's engagement in activities and are on hand to guide, assist and enable successful and enjoyable play.



- Children are comfortable and content. They quickly become absorbed by the activities provided for them. Older children share and cooperate with younger children. They help them roll up their sleeves when washing hands and make up simple games that younger children can join in with.
- Children behave well. Staff promote consideration for others. They talk with children about valuing other people's views. Staff teach children to wait for their turn if another child is using equipment. They give clear time expectations that help children take turns. Some staff do not always give visual prompts that might help children to be patient.

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- Staff know the children and parents that they work with well. Staff discuss the children's day with parents at the setting entrance, so they can share relevant information about their child's school day. Parents are confident in staff. They appreciate the relationship that they develop with children and the creative play that they promote.
- Staff take into account the views and preferences provided by parents. Staff provide snacks for children and ensure that special dietary requirements are carefully followed. Children independently follow hygiene routines that staff have established.



Overall Prime Time provides a safe environment for children out of school hours, with consistent and committed staffing providing routines, fun and purposeful activities that develop their social, physical and cognitive skills. By offering very affordable, and flexible, childcare we are offering parents and carers a childcare service while they work or train which will improve the entire family's circumstances including the children. This was especially so for families during, and after, the pandemic.



Prime Time employs four contracted staff and a pool of 10 others. Staff are provided with mentoring, experience and training to develop their work with children. This year staff attended training on First Aid, Safeguarding level 3 and 2, Food hygiene, FGM, Prevent, Inclusion and Domestic Violence. Our Manager receives networking ideas and support from online forums. Our staff are, of course, the biggest strength that we have, and they have continued to show a high level of dedication and flexibility to meet the needs of Prime Time and the children we care for which was recognised by the Ofsted inspection in October 2022. Helen, our Manager, continues to

manage the facility and staff extremely well, and this is backed up by a dedicated committee.

To support our Manager, we have a Deputy/Senior Playworker who we employ for two administrative hours a week in termtime so there is a more shared team effort for planning activities, etc. We continue to offer the National Living Wage to all staff, not just those 21 years old and over, with a slightly better rate for our Playworkers and offer a contributory pension to all based on all earnings, so better than the statutory minimum.

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Prime Time operates from a self-contained mobile on licence from the Coastal Learning Partnership (CLP), which was adapted to our specifications, and we moved into it in April 2013 (see front page). We have access to the primary school's playground when we are open and some indoor facilities during the holidays which allows for a range of indoor and outdoor activities. In early 2016 we paid for a covered extension. It has enabled children to play 'outside' in all weathers and has been a great addition to the building. Prime Time is responsible for the internal repairs of the mobile and this year using donated paint and volunteers gave the inside a well-earned new coat of paint. Last year CLP decided, on financial grounds, that they could no longer maintain the mobile. The Trustees entered into negotiations to discuss our future responsibility for the building. CLP are very supportive of Prime Time and its services seeing them as a benefit to the school, the children and their families. Therefore, we have agreed to continue with our current licence agreement on the building and will review any major works on a case-by-case basis. This year, as replacement of the roof was identified by CLP as a critical repair, we started to look at fundraising to cover these costs (about £11,000). As part of our successful application to the Wraparound Funding programme we received £4,500. We followed up this by applying to other funders and so far have received £5,000 from the Valentine Charitable Trust.

Use of volunteers

Very occasionally we have volunteers in the sessions. We have a small group of volunteers who help with community fundraising and one ex-Trustee continues to volunteer by offering non-managerial supervision to our Manager. All of Prime Time's Trustees give up their time for free, attending half termly committee meetings. Prime Time greatly relies on volunteer time from its Trustees for much of its administrative support. Two Trustees between them carry out the regular day to day bookkeeping and banking functions Prime Time requires and two others take on active roles in fundraising. This time, freely given, enables Prime Time to keep its costs down so allowing as many families as possible to afford its childcare services.

Ensuring that services remain relevant

Out of school childcare is a continuing need, nationally and locally. A Dorset report shows that 50% of parents need out of school care to work more hours (39%), return to work (23%) or take up training (12%). The barriers are cost (31%), not being available (29%) or times do not match need (20%). The Trustees consider that because our costs are lower than the national average and provide some free spaces to families in need, that we are open before school from 7.30am, after school until 6pm and open for 11 weeks of school holidays from 7.30am and 6pm that we are positively addressing the needs and barriers. Feedback from families (see above) suggests that families recognise this.

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Prime Time constantly seeks the opinions of the children who use its services and their parents/carers. We regularly formally distribute questionnaires to parent/carers and carry out 'listening and recording' exercises with the children seeking ways to improve current services, and to see if new ones are required. Two of our current six Trustees are themselves parents/carers who have contact with many other local parents/carers and so provide valuable feedback from both users and non-users. We work very well with the local primary school which is located on the site.

Ensuring that our services are accessible to the public

Prime Time's main source of income is from fees charged to parents. The local area has a large proportion of families on low and below the national average income, including seasonal work. The local primary school has 35.6% of children receiving Pupil Premium (those entitled to free school meals), compared to a Dorset average of 16.9%, 21% in the South-West and 24.7% across England. Therefore, childcare has to be affordable. We are well aware that the cost of services could prohibit some families, perhaps those in most need of our services. We continue to charge parents/carers different costs for one, two and three hours' childcare helping to make our care very affordable. We review, at least once a year, the fee structure, balancing fees against cost. For a second year we had to increase our staff salaries by 9.8% to comply with the National Living Wage. With these increases, and the increase in inflation, the Trustees reluctantly decided to increase fees for 2024-25.

The charity, Coram Family and Childcare, in its annual survey of childcare costs, (www.coram.org.uk/resource/childcare-survey-2025) says the average cost of 3 hours of after school childcare a day in England averaged £13.21/day, in the South West £12.25/day and £15.42/day in the South East. Prime Time's fees, after the increases, was £11.45, 87% of the national average. This is evidence of the Trustees' continuing commitment to ensuring our fees are as affordable as possible. We encourage, and support, parents and carers to use any means available to them that may reduce the cost to themselves such as tax credits, childcare vouchers, etc. If families face difficulties in paying fees, then we are prepared to negotiate easy payment plans.

This year we continued to offer free holiday places using the government's HAF scheme. Grants from Dorset Community Foundation, Dorset Council Community and Culture Fund and the Purbeck LAG Inclusion Fund allowed us to offer free places during term time and holidays to children identified by the school as in need. HAF and these grants meant that we provided 628 places (just under 10% of all places) to 33 individual children from 26 families who we believe would not have been able to do so, however reasonable our fees may be, without this financial support. We continued to support 3 children in need by providing places funded by Children's Social Care.

To keep our costs down we fundraise for specific items of equipment etc. Grant aid from Wareham Town Council enabled us to create a more natural environment for children's play, including solid wood tables and benches, built for us by Wareham Men's Sheds who were presented with a Thank You card (see below right).



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We were also very grateful for another year's grant from Wareham Carnival to support our general running costs. A grant from the Purbeck LAG, as well as providing free places to children in need, funded a Music and Movement for Well-being project for all children (see above). It provided children with a range of equipment to promote physical movement and music. The children purchased an outdoor speaker to play music on via an iPad. They were able to play music quite loudly outside and create dance routines and games which has been a highlight of their play this year. It became one of their favourite things to do. This promotes physical movement, social skills and play opportunities. We also purchased Go Karts which they have enjoyed using in multiple role-play type games, creating car washes, parking spaces, roads and racing tracks.



Prime Time usually engages in fund raising activities to help subsidise the costs. Two of our Trustees have actively engaged in fundraising, and the online lottery continues to provide a much-valued source of regular monthly income, and many of the winners chose to donate their winnings to Prime Time. This year we also received a £500 donation from the 41 Club on its closure which we were very appreciative of. In previous years we combined our AGM with a fundraising quiz night which were both fun and highly successful in raising funds. This year we successfully ran it in February 2025 with many thanks to The Kings Arms, Stoborough. We decided to trial a fundraising trip to the Bath

Christmas Market. This was highly successful and enjoyable, as well as contributing £400 net income and the Trustees have decided to repeat it next year. 12 of our children took part in the Lions Swim for Charity and raised an enormous £668 (photo above of four swimmers with their Lions Medals). The Trustees are enormously thankful to these children, their families and all those who supported them. Looking to the year ahead we will be arranging another family shopping trip for Christmas 2025, entering the Lions Swim for Charity and have secured two spaces in the London Marathon.

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This year we were encouraged to apply to the Wraparound Childcare Programme. This national programme aims to increase the availability of out of school childcare by supporting new locations or expanding the number of spaces in existing provision. We received a grant of £26,000 to be spent between June 2025 and May 2026. This provides a third worker at every breakfast and after school session so that we can accept another 10 children per session. It also will pay for a new website, marketing material, staff training and some resources and equipment. £4,500 has been earmarked to replace our flat roof which our landlord has identified as a critical repair.

We made a number of successful grant applications totalling £35,625, from:

- Purbeck LAG Inclusion Fund
- Wareham Town Council
- Wareham Carnival
- Dorset Council Community and Culture Project Fund
- Wraparound Childcare Programme
- Valentine Charitable Fund

Although most of these had to be used on specific activities, particularly free places to children in need, they helped contribute to our normal running costs. The Trustees would like to thank these funders for their valuable contributions and the very positive impact it has had on local children and families. In 2025-26 we will need to continue these efforts to ensure we stay open and that fees remain affordable, and offer free places to children in need, so providing for the needs of local children and their families.

Our services are available to any 4 to 12 year old. However, access to the Breakfast and After School sessions are generally limited to available transport from the school to our building, therefore in practice usage of these services is to Wareham St Mary Primary where children can easily walk the short distance between our building and their classrooms, with escorts as needed. We publicise the after school and breakfast club regularly to Wareham St Mary through leaflets, school sharing apps, mentions in the school newsletter, attending school events, etc. Our Holiday Club is publicised through e-mails sent to four schools in the local area for distribution to individual children, our Facebook page, website and posters in local shops, etc.

Future Plans

Our aims for the coming year include:

- Promote the benefits of Prime Time to more parents/carers, including launching a new website and promotional materials
- Ensure we keep fees affordable as families continue to struggle financially
- Continue to attract grants/fundraising to enable children on low incomes and other needs to attend and enhance the play environment
- Ensure parents/carers better understand that we are a charity and so are not profit driven
- Attract enough new and experienced staff to ensure we continue to provide high quality, all year round childcare
- Attract volunteers to help with fundraising and other tasks
- Transferring some of the bookkeeping functions from the volunteer Trustees to a paid member of staff if finances allow
- Continue to develop a good working relationship with the multi academy trust and local management at Wareham St Mary Primary School
- Work with school and multi-academy trust to identify capital repairs to the building and seek funding as required.

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Financial Review

As stated above our main source of income are the fees from the parents/carers of the children using our services. Most parents and carers pay their fees on time. Prime Time does understand that parents and carers may face financial difficulties and does enter into easy payment agreements. However, if parents/carers refuse to negotiate then reluctantly Prime Time will take legal action. We have engaged Chameleon Collections, a debt collection agency recommended by other out of school care clubs and refer outstanding payments to them when our initial contacts fail to elicit payments.

The following annual accounts are set out using the receipts and payments format, following guidance from the Charity Commission. Because our gross income is more than £25,000 a year the accounts must be examined by someone independent of the Trustees. The following accounts show that we made a surplus of £11,988 in general funds compared with £2,802 last year. Over the year numbers using Prime Time had increased again resulting in a 20% increase in our total fee income. We increased our community fundraising efforts and attracted a total of £35,625 in grants (although £26,567 will be carried over into next year), compared with £6,317 last year, much of which helped cover our costs. Last year the Trustees opened an instant deposit account with its Bankers, Lloyds, and this year a Notice Deposit account. Both of these generated £282 in interest compared with £111 last year.

At the end of the year the charity's cash reserves stood at £66,316 (Last year:£29,257), of which £39,749 is unrestricted (an increase of £11,988 over the year). If we take account of money we owe and due to pay within 3 months of year end our unrestricted reserves as of 31 August 2025 are £37,125 (Last year:£29,002), representing an increase of £6,123 (Last year:£1,870). Therefore, the free reserves available to the Trustees are £37,125 (Last year:£29,002).

Reserves Policy

The Trustees have agreed a Reserves Policy which they review each year and note any progress towards meeting the target level of reserves. The main consideration in setting the level of reserves required is the moral commitment the Trustees have to the long term welfare of the children cared for. For 2024-25 they have agreed the following statement for the Annual Report:

Prime Time Kids Club has a commitment to the long term welfare of the children it provides care to. Finding appropriate out of school care in the local area is not easy and may take parents and carers up to three months to find. Therefore, if Prime Time had to close then the Trustees would wish to give parents and carers a minimum of two months' notice, and ideally three months' notice, so that they can find appropriate care for their children. At 2025-26 costs the Trustees estimate they would need £35,500 to cover the costs of closing on giving 3 month notice to its staff. At the end of this financial year the charity had £37,125 in free reserves. This is just above the target and therefore the Trustees can provide parent/carers with 3 months' notice if they decide that Prime Time has to close.

Trustees Responsibilities

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law.

Approved by the Trustees on 27 January 2026 and signed on their behalf by:

Roberta Sturgess

(Roberta Sturgess, Chair)

PRIME TIME KIDS CLUB

CHARITY INFORMATION FOR THE YEAR ENDED 31 AUGUST 2025

Charity Trustees:

Jim Bennett
Kevin Brookes
Anna Darling (resigned 24 September 2024)
Jono Darling
Coralie Frankland
Vicki Limbrick (resigned 25 February 2025)
Roberta Sturgess
Steve Place

Charity number

1140465

Registered office

c/o Wareham St Mary Primary School
Streche Road
Wareham
Dorset
BH20 4PG

Independent Examiner

Mr Nigel J Maxted, B.Sc.
12 Tuckers Mill Close
Stoborough
Wareham
Dorset
BH20 5BS

Bankers

Lloyds Bank
Lewisham Branch
PO Box 1000
BX1 1LT

Staff

Manager:	Helen Pugh
Senior Playworker:	Jo Monks
Playworkers:	Sally Brookes (resigned 2/1/25)
	Dee Clark (started 2/12/24, resigned 30/5/25)
	Ellie Grant (started 9/6/25)
Cleaner:	Lianne Lewis

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 AUGUST 2025**

Responsibilities and basis of report

I report to the Trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 31 August 2025.

As the charity Trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature: *Max Maxted*

Max Maxted
12 Tuckers Mill Close, Stoborough, Wareham, Dorset, BH20 5BS

PRIME TIME KIDS CLUB

RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2025

	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Receipts				
Childcare fees	75,701	-	75,701	62,980
Fundraising	3,312	-	3,312	1,234
Donations	712	-	712	294
Grants	300	35,325	35,625	6,317
Bank interest	282	-	282	111
Sundry	160	-	160	-
Total receipts	80,467	35,325	115,792	70,936
Payments				
Staff	57,761	5,555	63,316	56,964
Rent and services	2,605	471	3,076	2,021
Insurance	810	147	957	882
Phone	212	39	251	322
Fees	1,841	351	2,192	1,011
Bank charges	129	24	153	130
Training	212	303	515	247
Resources	239	981	1,220	995
Equipment	207	2,076	2,283	799
Stationery/postage	171	31	202	288
Food	2,600	114	2,714	2,239
Building repairs, etc.	85	15	100	-
Cleaning materials	561	101	662	700
Trips/activities	790	-	790	-
Sundry	256	46	302	40
Total payments	68,479	10,254	78,733	66,638
Net of receipts/(payments)	11,988	25,071	37,059	4,298
Transfers between funds	-	-	-	-
Cash funds last year end	27,761	1,496	29,257	24,959
Cash funds this year end	39,749	26,567	66,316	29,257

PRIME TIME KIDS CLUB

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD AS AT 31 AUGUST 2025

		Unrestricted funds to nearest £	Restricted funds to nearest £
Cash funds	Current account	4,257	26,567
	Instant Deposit account	15,275	0
	Notice Deposit	20,117	0
	Petty cash	100	0
	Total cash funds	39,749	26,567

			Due
Other monetary assets	Childcare fees owed	2,402	30/09/2025
	HAF funding	950	30/09/2025
	Total	3,352	

			Due
Liabilities	Childcare fees in advance	9	
	HMRC	1,623	23/09/2025
	Credit Card	59	28/09/2025
	Heating/lighting	933	9/10/2025
	Total	2,624	

Approved by the Board of Trustees on 27 January Month 2026 and signed on its behalf by

Roberta Sturgess (Roberta Sturgess)

PRIME TIME KIDS CLUB

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

The financial statements of the Charity have been prepared in accordance with the guidance of the Charity Commission using the Receipts and Payments basis.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £.

2 Grants

Unrestricted

Wareham Carnival £300

Restricted

Fund	Balance 1/9/24	In	Out	Balance 31/8/25
Dorset Council Community & Culture Project Fund R6	38	0	38	0
Wareham Town Council 23-24	250	0	250	0
Dorset Community Foundation	1,198	0	1,198	0
Wareham Wednesdays	10	0	10	0
Purbeck LAG Inclusion Fund	0	2,000	2,000	0
Wareham Town Council 24-25	0	950	950	0
Dorset Council Community & Culture Project Fund R8	0	4,600	2,535	2,065
Wraparound Childcare Programme	0	18,275	3,273	15,002
Roof	0	9,500	0	9,500

Purposes of Restricted Funds

Dorset Council Community and Culture Project Fund R6-to provide a Creative Writing and Photography project for fee paying and subsidised children

Wareham Town Council 23-24- purchase a new dishwasher, floor mats, games and resources.

Dorset Community Foundation-to provide free place during term time to children entitled to pupil premium

Wareham Wednesdays-to provide subsidised places

Purbeck LAG Inclusion Fund-To support our Music and Movement for Well-being project

Wareham Town Council 24-25 – helping to create a more natural environment children's play

Dorset Council Community and Culture Project Fund R8- subsidised places for low income families

Wraparound Childcare Programme-to increase our numbers of children using before and after school provision

Roof-to replace our roof

3 Unrestricted funds

	Balance 31/8/24 £	Balance 31/8/25 £
General Fund	24,994	37,125
Designated fund (Liabilities)	2,767	2,624
	27,761	39,749

Purposes of Funds

General fund – The 'free reserves' after allowing for all designated funds.

Designated fund (Liabilities) – To cover the liabilities due within 3 months of year end

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2025**

4 Transactions with Trustees and Related Parties

During the year £nil (Last year: £nil) expenses were reimbursed to the Trustees.

Mrs Sally Brookes was employed as a part-time Playworker and is the wife of a Trustee, Mr Kevin Brooks. She was appointed by competitive interview and permission was obtained from the Charity Commission for her to be employed as a connected person to a Trustee. Mr Kevin Brooks does not take part in any discussion or decision on rates of pay or staff conditions of service and benefits. This year she left her contracted employment but remains as a sessional playworker and was paid a total of £273 (Last year: £3,267) over the year gross in salaries through PAYE, Employers NI and employer pension contributions.

5 Loans

During the year the CIO did not have a loan in place and:

- no one agreed to pay a loan if the CIO could not ('under guarantee')
- no loan was secured against the CIO's assets

PRIME TIME KIDS CLUB

England & Wales - Charity number 1140465

Accounts

PRIME TIME KIDS CLUB

(A Charitable Incorporated Organisation)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the Year Ended 31 AUGUST 2024

PRIME TIME KIDS CLUB

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PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees present their Report, together with the independently examined financial statements for the year ended 31 August 2024.

Structure, Governance and Management

Prime Time After School and Holiday Club was formed as an unincorporated voluntary organisation in October 1995. Prime Time Kids Club was set up as a company limited by guarantee on 4 January 2011 and became a registered charity on 17 February 2011. The Management Committee of Prime Time After School and Holiday Club agreed with the directors of Prime Time Kids Club to transfer all its assets, liabilities, staff etc. on 6 April 2011. On 12 March 2019 the charity converted from a company limited by guarantee to a Charitable Incorporated Organisation (CIO).

Prime Time Kids Club is a CIO with more members than its trustees. It encourages those who support its aims, particularly the parents and carers who make use of the services, to become members. The members then elect trustees, a third of which must stand down each year. The Board of Trustees during the year had a total of eight trustees of which three were parents/carers of children using Prime Time and three previous users. The Board elect a Chair, Secretary and Treasurer. The Board meets at least 6 times a year but uses e-mail to debate issues between meetings, and help inform any decisions taken by the Chair and/or its staff. Each Board member is provided with an induction pack containing the organisation's Constitution, past minutes and accounts and all the charity's policies.

All the trustees give their time voluntarily and none received any benefit other than that which any other beneficiary would receive. One trustee is closely related to one member of staff, however approval has been given by the Charity Commission to the employment and the trustee concerned takes no part in decisions relating to staff pay or conditions. These transactions and any expenses reimbursed to trustees by the charity are set out in Note 4 to the accounts.

As Prime Time provides child care services to 4-12 year olds we are registered on the Early Years, Childcare and the Voluntary Childcare Registers. Therefore Prime Time is covered by Ofsted's regulatory activity, and is subject to regular inspections. Our last Ofsted inspection was in October 2022.

The Board meets to agree policy, pricing, funding, etc. Prime Time employs a Manager who has day to day control of Prime Time's operations and who attends the Board meetings and receives supervision from a Trustee. The Manager is responsible for all other staff, ensuring that Prime Time's policies, as agreed by the trustees, are carried out and bringing to the attention of the Board any issues that require a policy decision.

Charitable Objects

The charity's objects as set out in its Constitution are:

- 1) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- 2) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Public Benefit Statement

In considering its future strategy, aims and objectives, Prime Time's trustees have paid due regard to the Charity Commission's general guidance on Public Benefit. The trustees are satisfied that through its primary activities the charity provides identifiable benefits consistent with its charitable objects. The trustees do not consider that these activities produce any identifiable detriment or harm. The trustees are satisfied that any private benefit is incidental to its public benefit activity.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

Aims

Prime Time's main aim is the provision of childcare for 4-12 year olds. It is our mission to provide the highest level of childcare that meets the needs of children and their parents and carers. We aim to employ the highest calibre of staff possible with the appropriate qualifications, to plan provision to best meet the needs of parent/carers at the most affordable price, and to provide for the widest needs and interests of children and involve them, wherever possible, in planning and evaluation.

Our main services are:

- Term-time Breakfast Club, 7:30am-8:45am for up to 20 children per session
- Term-time After School Club, 3pm-6pm for up to 20 children per session
- School Holiday Club, 7:30am-6pm, open 11 weeks of the year for up to 20 children per session

Prime Time also aims to improve the skills of its staff and others. Therefore it invests in training for its staff and seeks, where appropriate, finance to support such training.

During the main Covid emergency we, like most educational and care organisations, were closed. In September 2021 all restrictions on childcare settings were lifted. Since then numbers have slowly returned to pre Covid numbers. In the years since reopening we had to attract grants to cover some of our costs as the Trustees did not wish to pass on all the additional operational costs to parents and carers who were already experiencing the effect of the cost of living crisis. and last year there was a real threat we would have to close.

Achievements and Performance

Over the year from September 2023 to August 2024 Prime Time was open as follows:

- Breakfast Club for 190 days, averaging 12.9 children per session (2022-23:10.8, Pre-covid:14.3)
- After School Club for 190 days, averaging 14.2 children per session (2022-23:11.5, Pre-Covid:14.9)
- Holiday Club for 11 weeks of the year averaging 16.6 children per day (2022-23:15.6, Pre-Covid:17)

Over the year Prime Time provided a service to 125 individual children (2022-23:114, Pre-Covid:130) from 89 families (2022-23:83, Pre-Covid:88). These show another positive increase in the number of children and families benefiting since the lifting of Covid 19 restrictions and now almost the same as pre-Covid.

The Breakfast Club provides a good wholesome breakfast and calm atmosphere before school preparing them for formal learning. We have regular feedback from the local primary school that this is the case. Numbers using it, and After School, increased on the previous year and are now close to the pre-Covid numbers.

We are aware that, although our childcare fees are well below the national average, there are many who cannot still afford the cost. Therefore we successfully applied for grants to provide subsidised places:

- Wareham Wednesdays provided subsidised places to children in need of play opportunities or for relief due to life experiences such as Pupil Premium (PP) children. 92 sessions were offered after school and one full day of a holiday club between January and May 2024. A total of 13 children benefited each week
- HAF provided 6 spaces a day each term time holiday (Christmas, Easter and Summer) to children receiving PP and/or free school meals. Including a free hot lunch from Nina's Bistro. Over the three holiday periods 21 children benefited from sessions
- Dorset Community Foundation supported those experiencing cost of living issues by supporting those to work who may struggle to afford childcare without it. Between April and July 2024 we

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

supported 5 children to attend 63 after school sessions and during May Half Term when there was no HAF we supported 5 children to attend holiday club for all five days.

- Dorset Council Community Grant Round 6 funded children the chance to do photography and creative writing who may benefit from the experience. We purchased new digital cameras and tripods to try different ways to photograph objects. We also purchased and encouraged creative writing and handwriting practice using blank story books and comic books. Eight children benefited from subsidised places for 103 sessions to experience the workshops between April and July 2024. All of the 125 children that used Prime Time over the year got to take part during normal sessions and continue to use the cameras in their play.

Holiday Club numbers have been good this year and returned close to pre-Covid. For the third year we took part in the Holiday activities and Food programme. This programme is funded by central government and administered by Dorset Council to provide an offer of fun activities and healthy meals free of charge to children who are eligible for benefit-related school meals during school holidays (not half terms). We offered up to 6 half-day places for 5 days at Christmas, 6 places for 9 days at Easter and 6 places for 23 days a week for 5 weeks of the Summer holidays. Therefore we offered a total of 222 places over the year which were used by 21 children from 14 families. Some of these families paid extra to stay all day benefiting 1 child at Christmas, 5 at Easter and 5 in the Summer. The trustees greatly value this scheme as it allowed these children and their families to benefit who may well have been unable to afford our fees even though we are much lower than other providers.

To keep our costs down we fundraise for specific items of equipment etc. This year a grant from Wareham Town Council enabled us to buy a new dishwasher and expand our resources to more natural resources such as china in the role-play, wicker chairs, glass jars for loose parts etc. We continue to spend the remains of this grant by looking for 2nd hand items that fit the play interests of children which also promotes the importance of recycling. We were also very grateful for a grant from Wareham Carnival to support our general running costs.

We continue to receive very positive feedback from our users. We regularly talk to and survey children and parents/carers about Prime Time.

1. Please tell us what difference it makes to you and your family to be able to use Prime Times services?

- It's great being able to send my son to place that he feels happy and secure, even though he isn't a regular user of your service. He always makes a friend and has a great time!
- Peace of mind. Has allowed me to progress at work. I would be reluctant to take on a new role without the back up of Prime Time.
- Able to work and have support in the school holidays.
- That both parents are able to work full time and our son can still be cared for and we don't have to worry about finishing work early
- It makes a huge difference to me. I don't have anyone else I can rely on. I wouldn't be able to work without you!
- Prime Time means I can go to work and whilst there know my child is well cared and is also very happy!

2. What are the highlights/ positives for you as parents and for your child/children?

- Allows my child to have fun and see his friends more. He has made some new friends at Prime Time also
- She is happy and comfortable with you. We feel confident when she is with you she's safe and looked after. We feel you understand her.
- Our child is very happy at Prime Time and really enjoys it. It makes our working lives a lot easier.
- That I know my son is safe, he is having a good time.
- My child has a wonderful time, talks about the activities she does and her friends who she plays with. I know she is safe while I can't care for her but knowing she is happy and has lovely staff whom she has built lovely relationships with is perfect

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

3. Do you as parents or your children have any suggestions for improvements?

- I would like a lunch option, just sandwiches etc. I thought the hot meal option which you had last year was just too expensive.

- Perhaps the opportunity to read for the reading record etc

4. Is there anything else positive or negative you feel you would like to share with us ?

- Booking is always made easy and communication is always great. Thank you!
- Shame not enough staffing for school inset days. We love how flexible you are and you help out last minute!
- I like that you have different groups who come in, such as Sustrans etc. I think that adds value and brings something a little different.
- All brilliant, thank you!

In October 2022 we had our first Ofsted inspection since 2016. The inspection made some very highly positive statements that reflect the high quality care we provide:

- Leaders are committed to fulfilling their vision to create an environment where children feel welcomed, safe and at home. They prioritise children's well-being by supporting staff to build respectful relationships with children, through shared training, regular feedback and discussion.
- Leaders provide an appealing range of resources. These range from resources to encourage children's imaginative play, to board games and craft activities.
- Children benefit from physical play in the fresh air using their outdoor shelter, playing ball games and using climbing equipment.
- Staff provide children with warm, friendly responses to their requests. They allow children to make choices in their play. Staff carefully watch children's engagement in activities and are on hand to guide, assist and enable successful and enjoyable play.
- Children are comfortable and content. They quickly become absorbed by the activities provided for them. Older children share and cooperate with younger children. They help them roll up their sleeves when washing hands and make up simple games that younger children can join in with.
- Children behave well. Staff promote consideration for others. They talk with children about valuing other people's views. Staff teach children to wait for their turn if another child is using equipment. They give clear time expectations that help children take turns. Some staff do not always give visual prompts that might help children to be patient.
- Staff know the children and parents that they work with well. Staff discuss the children's day with parents at the setting entrance, so they can share relevant information about their child's school day. Parents are confident in staff. They appreciate the relationship that they develop with children and the creative play that they promote.
- Staff take into account the views and preferences provided by parents. Staff provide snacks for children and ensure that special dietary requirements are carefully followed. Children independently follow hygiene routines that staff have established.

Overall Prime Time provides a safe environment for children out of school hours, with consistent and committed staffing providing routines, fun and purposeful activities that develop their social, physical and cognitive skills. By offering very affordable, and flexible, childcare we are offering parents and carers a childcare service while they work or train which will improve the entire family's circumstances including the children. This was especially so for families during, and after, the pandemic.

Prime Time employs 4 contracted staff and a pool of 8 others. Staff are provided with mentoring, experience and training to develop their work with children. Due to our financial situation this year staff were only sent on mandatory training which included Safeguarding Level 3, Food hygiene Level 2 and Paediatric First Aid Level 3. Our Manager receives networking ideas and support from online forums. Our staff are, of course, the biggest strength that we have and they have continued to show a high level of dedication and flexibility to meet the needs of Prime Time and the children we care for which was recognised by the Ofsted inspection in October 2022. Helen, our Manager, continues to manage the facility and staff extremely well, and this is backed up by a dedicated committee.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

To support our Manager, and develop the experience of our Senior Playworker (effectively her deputy), we usually employ her for two administrative hours a week so there is a more shared team effort for planning activities and resourcing them. We continue to offer the National Living Wage to all staff, not just those 21 years old and over, with a slightly better rate for our Playworkers.

Prime Time operates from a self-contained mobile on licence from the Coastal Learning Partnership, which was adapted to our specifications and we moved into it in April 2013. We have access to the primary school's playground when we are open and some indoor facilities during the holidays which allows for a range of indoor and outdoor activities. In early 2016 we paid for a covered extension with roll up and down walls. It has enabled children to play 'outside' in all weathers and has been a great addition to the building. Prime Time is responsible for the internal repairs of the mobile. Last year Coastal Learning Partnership (CLP), our landlord, decided, on financial grounds, that they could no longer maintain the mobile. The Trustees entered into negotiations to discuss our future responsibility for the building. CLP are very supportive of Prime Time and its services seeing them as a benefit to the school, the children and their families. Therefore we have agreed to continue with our current licence agreement on the building and will review any major works on a case by case basis.

Use of volunteers

Very occasionally we have volunteers in the sessions and this year we have attracted a fundraising volunteer from the local community who has supported us in sessions with the children and with fundraising events. All of Prime Time's trustees give up their time for free, attending half termly committee meetings. Prime Time greatly relies on volunteer time from its trustees for much of its administrative support. Two trustees between them carry out the regular day to day book keeping and banking functions Prime Time requires and two others take on active roles in fundraising. This time, freely given, enables Prime Time to keep its costs down so allowing as many families as possible to afford its childcare services.

Ensuring that services remain relevant

Prime Time constantly seeks the opinions of the children who use its services and their parents/carers. We regularly formally distribute questionnaires to parent/carers and carry out 'listening and recording' exercises with the children seeking ways to improve current services, and to see if new ones are required. Three of our current trustees are themselves parents/carers who have contact with many other local parents/carers and so provide valuable feedback from both users and non-users. We work very well with the local primary school which is located on the site.

Ensuring that our services are accessible to the public

Prime Time's main source of income is from fees charged to parents. The local area has a large proportion of families on low and below the national average income, including seasonal work, and so childcare has to be affordable. We are well aware that the cost of services could prohibit some families, perhaps those in most need of our services. We continue to charge parents/carers different costs for one, two and three hours' childcare helping to make our care very affordable. We review, at least once a year, the fee structure, balancing fees against cost. This year we had to increase our staff salaries by 9.7% to comply with the National Living Wage. With these increases, and the losses made because of Covid and the increase in inflation, the trustees reluctantly decided to increase fees for 2023-24. However our fees continue to be much less than the average for after school clubs.

The charity, Coram Family and Childcare, in its annual survey of childcare costs, says the average cost of 3 hours of after school childcare a day in England was £13.54 and £13.67 in the south west. However Prime Time's fees, after the increases, was £10.80, 80% of the south west average. This is evidence of the Trustees' continuing commitment to ensuring our fees are as affordable as possible. We encourage, and support, parents and carers to use any means available to them that may reduce the cost to themselves such as tax credits, childcare vouchers, etc. If families face difficulties in paying fees then we are prepared to negotiate easy payment plans.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

This year we continued to offer holiday places to children for free using the government's HAF scheme. Also other grants from Dorset Council, Wareham Wednesdays, Dorset Community Foundation allowed us to offer free places to children during term time and holidays, identified by the school, as in need of childcare places. HAF and these grants meant that our services were offered to 25 individual child from 18 families who we believe would not have been able to do so, however reasonable our fees may be, without this financial support.

Prime Time usually engages in fund raising activities to help subsidise the costs. Our three newest trustees have actively engaged in fundraising and the online lottery we started last year has provided a much valued source of regular monthly income. In previous years we combined our AGM with a fundraising quiz night which were both fun and highly successful in raising funds. This year we successfully ran our second one after the lock down in February 2024 with many thanks to The Kings Arms, Stoborough. Overall our community fundraising totalled £1,234. We also made a number of successful grant applications totalling £6,317. Although some of these had to be used on specific activities they helped contribute to our normal running costs. In 2024-25 we will need to continue these efforts to ensure we stay open and that fees remain affordable, so providing for the needs of local children and their families.

Our services are available to any 4 to 12 year old. However access to the Breakfast and After School sessions are generally limited to available transport from the school to our building, therefore in practice usage of these services is to Wareham St Mary Primary where children can easily walk the short distance between our building and their classrooms, with escorts as needed. We publicise the after school and breakfast club regularly to Wareham St Mary through leaflets, school sharing apps, mentions in the school newsletter, attending school events, etc. Our Holiday Club is publicised through e-mails sent to four schools in the local area for distribution to individual children, our Facebook page, website and posters in local shops, etc.

Future Plans

Our aims for the coming year include:

- Maintain financial sustainability during the difficulties resulting from Covid
- Continue to attract grants/fundraising to enable children on low incomes and other needs to attend and enhance the play environment
- Ensure parents/carers better understand that we are a charity and so are not profit driven
- Attract volunteers to help with fundraising and other tasks
- Ensure we keep fees affordable as families continue to struggle financially
- Promote the benefits of Prime Time to more parents/carers
- Transferring some of the book keeping functions from the volunteer trustees to a paid member of staff if finances allow
- Continue to develop a good working relationship with the multi academy trust and local management at Wareham St Mary Primary School

Financial Review

As stated above our main source of income are the fees from the parents/carers of the children using our services. Most parents and carers pay their fees on time. Prime Time does understand that parents and carers may face financial difficulties and does enter into easy payment agreements. However if parents/carers refuse to negotiate then reluctantly Prime Time will take legal action. Last year we engaged Chameleon Collections, a debt collection agency recommended by other out of school care clubs, and refer outstanding payments to them when our initial contacts fail to elicit payments.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

The following annual accounts are set out using the receipts and payments format, following guidance from the Charity Commission. Because our gross income is more than £25,000 a year the accounts must be examined by someone independent of the Trustees. The following accounts show that we made a small surplus of £2,802 in general funds compared with £3,423 last year. Over the year numbers using Prime Time had increased to being close to pre Covid. However salaries have significantly increased again (the Minimum Living Wage increased again by nearly 10%) but the Trustees, being very aware of the cost of living crisis, decided not to pass all these costs onto parents and carers. Therefore we increased our fundraising efforts and this year attracted a total of £6,317 in grants, much of which helped cover our costs. In 2024-25 we will need to attract more grants to ensure a balanced budget. The Trustees opened a deposit account with its Bankers, Lloyds, which generated a small amount of interest of £111.

Therefore at the end of the year the charity's cash reserves stood at £29,257 (2023:£24,959), of which £27,761 is unrestricted (an increase of £2,802 over the year). If we take account of money we owe and that owed to Prime Time our unrestricted reserves as of 31 August 2024 are £29,002 (2023:£27,132), representing an increase of £1,870 (2023:£4,245). Therefore the free reserves available to the trustees are £29,002 (2023:£27,132).

Reserves Policy

The Trustees have agreed a Reserves Policy which they review each year and note any progress towards meeting the target level of reserves. The main consideration in setting the level of reserves required is the moral commitment the Trustees have to the long term welfare of the children cared for. For 2023-24 they have agreed the following statement for the Annual Report:

Prime Time Kids Club has a commitment to the long term welfare of the children it provides care to. Finding appropriate out of school care in the local area is not easy and may take parents and carers up to three months to find. Therefore if Prime Time had to close then the Trustees would wish to give parents and carers a minimum of two months' notice, and ideally three months' notice, so that they can find appropriate care for their children. At 2024-25 costs the Trustees estimate they would need £29,500 to cover the costs of closing on giving 2 month notice to most of its staff. At the end of this financial year the charity had £29,002 in free reserves. This is just below the target and therefore the Trustees can provide parent/carers with 2 months' notice if they decide that Prime Time has to close.

Trustees Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law.

Approved by the Trustees on 21 January 2025 and signed on their behalf by:

Roberta Sturgess (Roberta Sturgess, Chair)

PRIME TIME KIDS CLUB

CHARITY INFORMATION FOR THE YEAR ENDED 31 AUGUST 2024

Charity trustees:

Jim Bennett
Kevin Brookes
Steve Place
Vicki Limbrick
Anna Darling (resigned 24 September 2024)
Jono Darling
Roberta Sturgess
Coralie Frankland (appointed 20 February 2024)

Charity number 1140465

Registered office c/o Wareham St Mary Primary School
Streche Road
Wareham
Dorset
BH20 4PG

Independent Examiner Mr Nigel J Maxted, B.Sc.
12 Tuckers Mill Close
Stoborough
Wareham
Dorset
BH20 5BS

Bankers Lloyds Bank
Lewisham Branch
PO Box 1000
BX1 1LT

Staff	Manager:	Helen Pugh
	Senior Playworker:	Jo Monks
	Playworker:	Sally Brookes
	Cleaner:	Lianne Lewis

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 AUGUST 2024**

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 31 August 2024.

As the charity trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature: *Max Maxted*

Max Maxted
12 Tuckers Mill Close, Stoborough, Wareham, Dorset, BH20 5BS

PRIME TIME KIDS CLUB

**RECEIPTS AND PAYMENTS
FOR THE YEAR TO 31 AUGUST 2024**

	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Receipts				
Childcare fees	62,980	-	62,980	52,174
Fundraising	1,234	-	1,234	1,963
Donations	294	-	294	221
Grants	500	5,817	6,317	10,554
Bank interest	111	-	111	0
Sundry	-	-	-	-
Total receipts	65,119	5,817	70,936	64,912
Payments				
Staff	54,039	2,925	56,964	53,382
Rent and services	1,919	102	2,021	1,986
Insurance	882	-	882	866
Phone	322	-	322	350
Fees	960	51	1,011	823
Bank charges	130	-	130	160
Training	247	-	247	200
Resources	520	475	995	1,123
Equipment	144	655	799	124
Stationery/postage	288	-	288	113
Food	2,126	113	2,239	1,756
Building repairs, etc.	-	-	-	-
Cleaning materials	700	-	700	552
Trips/activities	-	-	-	-
Staff travel	-	-	-	-
Sundry	40	-	40	54
Total payments	62,317	4,321	66,638	61,489
Net of receipts/(payments)	2,802	1,496	4,298	3,423
Transfers between funds	-	-	-	-
Cash funds last year end	24,959	0	24,959	21,536
Cash funds this year end	27,761	1,496	29,257	24,959

PRIME TIME KIDS CLUB

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD
AS AT 31 AUGUST 2024

Cash funds		Unrestricted funds	Restricted funds
		to nearest £	to nearest £
	Current account	12,550	1,496
	Deposit account	15,111	-
	Petty cash	100	
	Total cash funds	27,761	1,496

Other monetary assets		Due	
	Childcare fees owed	4,008	30/09/2024
	Total	4,008	

Liabilities		Due	
	Childcare fees in advance	3	
	HMRC	1,766	23/09/2024
	Credit Card	104	27/09/2024
	Heating/lighting	894	9/10/2024
	Total	2,767	

Approved by the Board of Trustees on 21 January 2025 and signed on its behalf by

Roberta Sturgess (Roberta Sturgess, Chair)

PRIME TIME KIDS CLUB

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

The financial statements of the Charity have been prepared in accordance with the guidance of the Charity Commission using the Receipts and Payments basis.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £.

2 Grants

Unrestricted

Wareham Carnival £500

Restricted

Fund	Balance 1/9/23	In	Out	Balance 31/8/24
Dorset Council Community and Culture Project Fund	0	1,754	1,716	38
Dorset Community Foundation	0	2,176	978	1,198
Wareham Wednesdays	0	1,037	1,027	10
Wareham Town Council	0	850	600	250

Purposes of Restricted Funds

Dorset Council Community and Culture Project Fund-to provide a Creative Writing and Photography project for fee paying and subsidised children

Dorset Community Foundation-to provide free place during term time to children entitled to pupil premium

Wareham Wednesdays-to provide subsidised places

Wareham Town Council-to purchase a new dishwasher, floor mats, games and other resources.

3 Unrestricted funds

	Balance 31/8/23 £	Balance 31/8/24 £
General Fund	20,000	24,994
Designated fund (Liabilities)	2,040	2,767
	22,919	27,761

Purposes of Funds

General fund – The 'free reserves' after allowing for all designated funds.

Designated fund (Liabilities) – To cover the liabilities due within 3 months of year end

4 Transactions with Trustees and Related Parties

During the year £nil (2023: £nil) expenses were reimbursed to the Trustees.

Mrs Sally Brookes is employed as a part-time Playworker and is the wife of a Trustee, Mr Kevin Brooks. She was appointed by competitive interview and permission was obtained from the Charity Commission for her to be employed as a connected person to a Trustee. Mr Kevin Brooks does not take part in any discussion or decision on rates of pay or staff conditions of service and benefits. This year she was paid a total of £3,267 (2023:£7,568) gross in salaries through PAYE, Employers NI and employer pension contributions.

5 Loans

During the year the CIO did not have a loan in place and:

- no one agreed to pay a loan if the CIO could not ('under guarantee')
- no loan was secured against the CIO's assets

Accounts

PRIME TIME KIDS CLUB

(A Charitable Incorporated Organisation)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the Year Ended 31 AUGUST 2023

PRIME TIME KIDS CLUB

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PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

The Trustees present their Report, together with the independently examined financial statements for the year ended 31 August 2023.

Structure, Governance and Management

Prime Time After School and Holiday Club was formed as an unincorporated voluntary organisation in October 1995. Prime Time Kids Club was set up as a company limited by guarantee on 4 January 2011 and became a registered charity on 17 February 2011. The Management Committee of Prime Time After School and Holiday Club agreed with the directors of Prime Time Kids Club to transfer all its assets, liabilities, staff etc. on 6 April 2011. On 12 March 2019 the charity converted from a company limited by guarantee to a Charitable Incorporated Organisation (CIO).

Prime Time Kids Club is a CIO with more members than its trustees. It encourages those who support its aims, particularly the parents and carers who make use of the services, to become members. The members then elect trustees, a third of which must stand down each year. The Board of Trustees during the year had a total of seven trustees of which three were parents/carers of children using Prime Time and three previous users. The Board elect a Chair, Secretary and Treasurer. The Board meets at least 6 times a year but uses e-mail to debate issues between meetings, and help inform any decisions taken by the Chair and/or its staff. Each Board member is provided with an induction pack containing the organisation's Constitution, past minutes and accounts and all the charity's policies.

All the trustees give their time voluntarily and none received any benefit other than that which any other beneficiary would receive. One trustee is closely related to one member of staff, however approval has been given by the Charity Commission to the employment and the trustee concerned takes no part in decisions relating to staff pay or conditions. These transactions and any expenses reimbursed to trustees by the charity are set out in Note 4 to the accounts.

As Prime Time provides child care services to 4-12 year olds we are registered on the Early Years, Childcare and the Voluntary Childcare Registers. Therefore Prime Time is covered by Ofsted's regulatory activity, and is subject to regular inspections. Our last Ofsted inspection was in October 2022.

The Board meets to agree policy, pricing, funding, etc. Prime Time employs a Manager who has day to day control of Prime Time's operations and who attends the Board meetings and receives supervision from a Trustee. The Manager is responsible for all other staff, ensuring that Prime Time's policies, as agreed by the trustees, are carried out and bringing to the attention of the Board any issues that require a policy decision.

Charitable Objects

The charity's objects as set out in its Constitution are:

- 1) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- 2) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Public Benefit Statement

In considering its future strategy, aims and objectives, Prime Time's trustees have paid due regard to the Charity Commission's general guidance on Public Benefit. The trustees are satisfied that through its primary activities the charity provides identifiable benefits consistent with its charitable objects. The trustees do not consider that these activities produce any identifiable detriment or harm. The trustees are satisfied that any private benefit is incidental to its public benefit activity.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

Aims

Prime Time's main aim is the provision of childcare for 3-12 year olds. It is our mission to provide the highest level of childcare that meets the needs of children and their parents and carers. We aim to employ the highest calibre of staff possible with the appropriate qualifications, to plan provision to best meet the needs of parent/carers at the most affordable price, and to provide for the widest needs and interests of children and involve them, wherever possible, in planning and evaluation.

Our main services are:

- Term-time Breakfast Club, 7:30am-8:45am for up to 20 children per session
- Term-time After School Club, 3pm-6pm for up to 20 children per session
- School Holiday Club, 7:30am-6pm, open 11 weeks of the year for up to 20 children per session

Prime Time also aims to improve the skills of its staff and others. Therefore it invests in training for its staff and seeks, where appropriate, finance to support such training.

During the main Covid emergency we, like most educational and care organisations, were closed. In September 2021 all restrictions on childcare settings were lifted. Although Prime Time returned to normal operations numbers of children did not return to pre Covid numbers as many parents and carers were continuing to work from home, or were not returning to the pattern of work they had before Covid. In 2021-22 there were grants from central and local government to cover losses due to Covid. During this year there were no such grants. Therefore Prime Time, during the first six months, was sustaining large losses as numbers did not increase and we were in danger of having to close. However the staff and Trustees increased their community fundraising and grant application efforts to reduce the need for closure. Numbers for the second half of the year started to increase to levels that meant the Trustees did not have to take the decision to close at the end of August.

Achievements and Performance

Over the year from September 2022 to August 2023 Prime Time was open as follows:

- Breakfast Club for 190 days (2021-22:189, Pre-Covid:190), averaging 10.8 children per session (2021-22: 8.7, Pre-covid:15.5)
- After School Club for 190 days (2021-22:189, Pre-Covid:190), averaging 11.5 children per session (2021-22:7.6, Pre-Covid:18)
- Holiday Club for 11 weeks of the year (2021-22:11, Pre-Covid:10) averaging 15.6 children per day (2021-22:13.9, Pre-Covid:16.5)

Following the removal of all Covid restrictions we returned to being fully open (although we had to close one day due to the school site closure because of high and dangerous winds). Over the year Prime Time provided a service to 114 individual children (2021-22:105, Pre-Covid:130) from 83 families (2021-22:76, Pre-Covid:88). These show a very positive increase in the number of children and families benefitting since the lifting of Covid 19 restrictions.

The Breakfast Club provides a good wholesome breakfast and calm atmosphere before school preparing them for formal learning. We have regular feedback from the local primary school that this is the case. Numbers using it were still much lower at the beginning of the year than pre Covid but then improved for the second half. After school numbers followed a similar pattern to Breakfast Club with a slightly better overall increase on the year before.

This year we successfully applied to Dorset Council for £1,000 to offer free sessions to children on pupil premium and with working parents. We offered 5 families with 6 children support from April to August 2023 with a total of 69 after school sessions and 7 holiday club sessions. One of the parents, a seasonal worker, said:

"The difference it made to me was I was able to work extra shifts, which helped me a great deal to show my job I was a reliable asset to the team and to help secure me a job for the next season"

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

Our Manager said: "Having discussed with our local feeder school the grant we were offered there was great excitement that we were able to offer some families subsidised places. It was felt that parents who were working, but receiving pupil premium, were often a group overlooked for help and support and this grant gave us, alongside school, the opportunity to identify families that really needed and deserved some support with subsidised sessions. The families that attended were able to work longer days or take extra shifts knowing their children were in a familiar, safe and homely place having fun. The children were able to follow their interests in a play environment trying different crafts and games whilst also having time and freedom to play with peers, using a range of toys and materials.

The school said: "Grants given to after school clubs are invaluable to families of children with pupil premium status. This gives those children a chance to attend a funded afterschool club space which normally they would not be able to due to cost, and to be in a more social setting with their friends. For parents working a peace of mind, as this takes a lot of pressure off them both financially. These grants are really invaluable to some of our families, this makes them feel supported in some way."

This has been such a successful and beneficial scheme we will seek further funds to continue and expand it.

Holiday Club numbers for the first 6 months remained low. However from Easter onwards numbers significantly increased, almost being full each day, resulting in overall average close to pre Covid. For the second year we took part in the Holiday activities and Food programme. This programme is funded by central government and administered by Dorset Council to provide an offer of fun activities and healthy meals free of charge to children who are eligible for benefit-related school meals during school holidays (not half terms). We offered up to 5 half-day places for 5 days at Christmas, 7 places for 8 days at Easter and 6 places for 4 days a week and 4 places 1 day a week for 5 weeks of the Summer holidays. Therefore we offered a total of 221 places over the year which were used by 16 children from 11 families. Some of these families paid extra to stay all day benefitting 2 children at Christmas, 6 at Easter and 10 in the Summer. The trustees greatly value this scheme as it allowed these children and their families to benefit who may well have been unable to afford our fees even though we are much lower than other providers.

We received £2,054 from the Co-operative Local Community Fund and used it to run a number of workshops with staff delivering sessions after school in photography, mindfulness, pottery, cross stitch sewing, Chinese Cookery, Life Skills, Little Tokens build a bear and bird watching. We also used the money to purchase new resources and equipment such as arts and crafts, walkie talkies, footballs, tennis and scrap store goods to help increase our loose parts for independent crafts. It enabled us to purchase enriching materials/resources for children to engage with and explore, and to run workshops we may not have been able to do so without the funding. The materials will last a while and enable children to be creative, imaginative, artistic, physical and social in their environment and with their peers. This funding helped improve the services we offer as a result of better facilities and increased the number of local children participating in our activities. The activities helped to develop the skills of the children, to meet and share skills with one another

We continue to receive very positive feedback from our users. We regularly talk to and survey children and parents/carers about Prime Time. Comments of parents over the summer included:

1. Please tell us what difference it made to your family to be able to use Prime Time's holiday club this summer?

- Enabled me to work
- Huge difference. Lovely to be able to walk the kids there and back
- It kept the children in a routine
- It enabled me to continue with my full time job whilst knowing my son was having fun with his friends
- I could still work my hours all week at work

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

2. What were the highlights for you and your children?

- Everything
- The cycling day and the bouncy castle day
- It gave the children plenty of things to do and they were happy to go back day after day.
- The activities that were brought in added some regular extra excitement
- L loved taking his bike in and all the craft he did

3. Do you or your children have any suggestions for improvement?

- More of what you did in the summer
- Communication of additional activities prior to booking in the summer holidays to ensure they got to experience the whole day
- I would like him to have hot lunches but felt the £6.00 charge was too high

4. Overall what rating would you give us?

- Excellent 80%
- Good 20%

In October 2022 we had our first Ofsted inspection since 2016. The inspection made some very highly positive statements that reflect the high quality care we provide:

- Leaders are committed to fulfilling their vision to create an environment where children feel welcomed, safe and at home. They prioritise children's well-being by supporting staff to build respectful relationships with children, through shared training, regular feedback and discussion.
- Leaders provide an appealing range of resources. These range from resources to encourage children's imaginative play, to board games and craft activities.
- Children benefit from physical play in the fresh air using their outdoor shelter, playing ball games and using climbing equipment.
- Staff provide children with warm, friendly responses to their requests. They allow children to make choices in their play. Staff carefully watch children's engagement in activities and are on hand to guide, assist and enable successful and enjoyable play.
- Children are comfortable and content. They quickly become absorbed by the activities provided for them. Older children share and cooperate with younger children. They help them roll up their sleeves when washing hands and make up simple games that younger children can join in with.
- Children behave well. Staff promote consideration for others. They talk with children about valuing other people's views. Staff teach children to wait for their turn if another child is using equipment. They give clear time expectations that help children take turns. Some staff do not always give visual prompts that might help children to be patient.
- Staff know the children and parents that they work with well. Staff discuss the children's day with parents at the setting entrance, so they can share relevant information about their child's school day. Parents are confident in staff. They appreciate the relationship that they develop with children and the creative play that they promote.
- Staff take into account the views and preferences provided by parents. Staff provide snacks for children and ensure that special dietary requirements are carefully followed. Children independently follow hygiene routines that staff have established.

Overall Prime Time provides a safe environment for children out of school hours, with consistent and committed staffing providing routines, fun and purposeful activities that develop their social, physical and cognitive skills. By offering very affordable, and flexible, childcare we are offering parents and carers a childcare service while they work or train which will improve the entire family's circumstances including the children. This was especially so for families during, and after, the pandemic.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

Prime Time employs 4 contracted staff and a pool of 8 others. Staff are provided with mentoring, experience and training to develop their work with children. Due to our financial situation this year staff were only sent on mandatory training which included FGM, Epilepsy and medication Buccolam administration, Safeguarding L3 and Prevent. Our Manager receives networking ideas and support from online forums. Our staff are, of course, the biggest strength that we have and they have continued to show a high level of dedication and flexibility to meet the needs of Prime Time and the children we care for which was recognised by the Ofsted inspection in October 2022. Helen, our Manager, continues to manage the facility and staff extremely well, and this is backed up by a dedicated committee. To support our Manager, and develop the experience of our Senior Playworker (effectively her deputy), we usually employ her for two administrative hours a week so there is a more shared team effort for planning activities and resourcing them. We continue to offer the National Living Wage to all staff, not just those 23 years old and over, with a slightly better rate for our Playworkers.

Prime Time operates from a self-contained mobile on licence from the Coastal Learning Partnership, which was adapted to our specifications and we moved into it in April 2013. We have access to the primary school's playground when we are open and some indoor facilities during the holidays which allows for a range of indoor and outdoor activities. In early 2016 we paid for a covered extension with roll up and down walls. It has enabled children to play 'outside' in all weathers and has been a great addition to the building. Prime Time is responsible for the internal repairs of the mobile. From September 2023 Coastal Learning Partnership have decided, on financial grounds, that they can no longer maintain the mobile. The Trustees have entered into negotiations to discuss our future responsibility for the building.

Use of volunteers

Very occasionally we have volunteers in the sessions and this year we have attracted a fundraising volunteer from the local community who has supported us in sessions with the children and with fundraising events. All of Prime Time's trustees give up their time for free, attending half termly committee meetings. Prime Time greatly relies on volunteer time from its trustees for much of its administrative support. Two trustees between them carry out the regular day to day book keeping and banking functions Prime Time requires and two others take on active roles in fundraising. This time, freely given, enables Prime Time to keep its costs down so allowing as many families as possible to afford its childcare services.

Ensuring that services remain relevant

Prime Time constantly seeks the opinions of the children who use its services and their parents/carers. We regularly formally distribute questionnaires to parent/carers and carry out 'listening and recording' exercises with the children seeking ways to improve current services, and to see if new ones are required. Three of our current trustees are themselves parents/carers who have contact with many other local parents/carers and so provide valuable feedback from both users and non-users. We work very well with the local primary school which is located on the site.

Ensuring that our services are accessible to the public

Prime Time's main source of income is from fees charged to parents. The local area has a large proportion of families on low and below the national average income, including seasonal work, and so childcare has to be affordable. We are well aware that the cost of services could prohibit some families, perhaps those in most need of our services. We continue to charge parents/carers different costs for one, two and three hours' childcare helping to make our care very affordable. We review, at least once a year, the fee structure, balancing fees against cost. This year we had to increase our staff salaries by 6.6% (last year 9.8%) to comply with the National Living Wage. With these increases, and the losses made because of Covid, the trustees reluctantly decided to increase fees for 2022-23. However our fees continue to be much less than the average for after school clubs.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

The charity Coram Family and Childcare, in its annual survey of childcare costs, says the average cost of 3 hours of after school childcare a day in England was £13.35 a day and £12.70 in the south west (average for a childminder was £14.24 for England and £14.04 in the south west). These costs had increased by about 15% on 2021. However Prime Time's fees after the increases were still only £10 a day. This is evidence of the Trustees' continuing commitment to ensuring our fees are as affordable as possible. We encourage, and support, parents and carers to use any means available to them that may reduce the cost to themselves such as tax credits, childcare vouchers, etc. If families face difficulties in paying fees then we are prepared to negotiate easy payment plans.

This year we continued to offer holiday places to children for free using the government's HAF scheme. Also the grant from Dorset Council allowed us to offer free places to children, identified by the school, as in need of after school places. Both of these schemes meant that our services were offered to those who would not otherwise be able to afford our fees, however reasonable they may be.

Prime Time usually engages in fund raising activities to help subsidise the costs. Our three newest trustees have actively engaged in fundraising and the new online lottery has provided a much valued source of regular monthly income. In previous years we combined our AGM with a fundraising quiz night which were both fun and highly successful in raising funds. Unfortunately we had to cancel this for the previous two years because of the lock down but in September 2022 successfully ran the event with many thanks to The Kings Arms, Stoborough. Overall our community fundraising totalled £1,963, a significant increase on the £182 of the previous year. We also made a number of successful grant applications totalling £10,554. Although some of these had to be used on specific activities, £7,500 could be used as the Trustees wished and so were used to close the gap between our income and expenditure. This included a generous grant of £2,200 from the Coastal Learning Partnership, which our local school is part of, as they value the added value we bring to their offer to local children. In 2023-24 we will need to continue these efforts to ensure we stay open and that fees remain affordable, so providing for the needs of local children and their families.

Our services are available to any 4 to 12 year old. However access to the Breakfast and After School sessions are generally limited to available transport from the school to our building, therefore in practice usage of these services is to Wareham St Mary Primary where children can easily walk the short distance between our building and their classrooms, with escorts as needed. We publicise the after school and breakfast club regularly to Wareham St Mary through leaflets, school sharing apps, mentions in the school newsletter, attending school events, etc. Our Holiday Club is publicised through e-mails sent to four schools in the local area for distribution to individual children, our Facebook page, website and posters in local shops, etc.

Future Plans

Our aims for the coming year include:

- Maintain financial sustainability during the difficulties resulting from Covid
- Attract more grants/fundraising to replace income lost and to ensure sustainability in 2023/24
- Ensure parents/carers better understand that we are a charity and so are not profit driven
- Ensure we keep fees affordable as families continue to struggle financially
- Promote the benefits of Prime Time to more parents/carers
- Transferring some of the book keeping functions from the volunteer trustees to a paid member of staff if finances allow
- Continue to develop a good working relationship with the multi academy trust and local management at Wareham St Mary Primary School
- Consider taking on more responsibility for the building and negotiate an appropriate lease

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

Financial Review

As stated above our main source of income are the fees from the parents/carers of the children using our services. Most parents and carers pay their fees on time. Prime Time does understand that parents and carers may face financial difficulties and does enter into easy payment agreements. However if parents/carers refuse to negotiate then reluctantly Prime Time will take legal action. Last year we engaged Chameleon Collections, a debt collection agency recommended by other out of school care clubs, and refer outstanding payments to them when our initial contacts fail to elicit payments.

The following annual accounts are set out using the receipts and payments format, following guidance from the Charity Commission. Because our gross income is more than £25,000 a year the accounts must be examined by someone independent of the Trustees. The following accounts show that we made a small surplus of £3,423 in general funds. This is significantly better than the previous year which showed a deficit of £13,846. We had hoped that with the lifting of Covid restrictions that numbers of children using Prime Time would return to pre-Covid numbers. The first 6 months showed little increase in numbers but the second half of the year was much better, but still less than pre-Covid. Therefore for the first 6 months it was very uncertain if the charity was financially sustainable and a going concern. We had to warn staff and families that we were having to consider closing. However due to the increase in bookings, increased community fundraising and successful grant applications we did reverse last year's losses, and did not have to issue redundancy notices and start closing procedures. If we had just been reliant on fee income, as in previous years, we would have seen a loss of £9,315 and would have had to close during the summer term.

Therefore at the end of the year the charity's cash reserves stood at £24,959 (2022:£21,536), all of which is unrestricted. If we take account of money we owe and that owed to Prime Time our reserves as of 31 August 2023 are £27,132 (2022:£22,887), representing an increase of £4,245 (in 2022 a decrease of £11,225). Therefore the free reserves available to the trustees are £27,132 (2022:£22,887).

Reserves Policy

The Trustees have agreed a Reserves Policy which they review each year and note any progress towards meeting the target level of reserves. The main consideration in setting the level of reserves required is the moral commitment the Trustees have to the long term welfare of the children cared for. For 2022-23 they have agreed the following statement for the Annual Report:

Prime Time Kids Club has a commitment to the long term welfare of the children it provides care to. Finding appropriate out of school care in the local area is not easy and may take parents and carers up to three months to find. Therefore if Prime Time had to close then the Trustees would wish to give parents and carers a minimum of two months' notice, and ideally three months' notice, so that they can find appropriate care for their children. At 2023-24 costs the Trustees estimate they would need £24,100 to cover the costs of closing on giving 3 month notice to most of its staff. At the end of this financial year the charity had £27,132 in free reserves. This is just above the target and therefore the Trustees can provide parent/carers with 3 months' notice if they decide that Prime Time has to close.

Trustees Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law.

Approved by the Trustees on 17 January 2024 and signed on their behalf by:

Vicki Limbrick

(Vicki Limbrick, Chair)

PRIME TIME KIDS CLUB

CHARITY INFORMATION FOR THE YEAR ENDED 31 AUGUST 2023

Charity trustees:

Jim Bennett
Kevin Brookes
Steve Place
Vicki Limbrick
Anna Darling
Jono Darling
Roberta Sturgess

Charity number 1140465

Registered office c/o Wareham St Mary Primary School
Streche Road
Wareham
Dorset
BH20 4PG

Independent Examiner Mr Nigel J Maxted, B.Sc.
12 Tuckers Mill Close
Stoborough
Wareham
Dorset
BH20 5BS

Bankers Lloyds Bank
Lewisham Branch
PO Box 1000
BX1 1LT

Staff	Manager:	Helen Pugh
	Senior Playworker:	Jo Monks
	Playworker:	Sally Brookes
	Cleaner:	Lianne Lewis

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 AUGUST 2023**

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 31 August 2023.

As the charity trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature: *Max Maxted*

Date: 9/5/2024

Max Maxted
12 Tuckers Mill Close, Stoborough, Wareham, Dorset, BH20 5BS

PRIME TIME KIDS CLUB

**RECEIPTS AND PAYMENTS
FOR THE YEAR TO 31 AUGUST 2023**

	Unrestricted funds	<i>Restricted funds</i>	Total funds	Last year
	to the nearest £	<i>to the nearest £</i>	to the nearest £	to the nearest £
Receipts				
Childcare fees	52,174	-	52,174	38,683
Fundraising	1,963	-	1,963	182
Donations	221	-	221	-
Grants	7,500	3,054	10,554	6,612
Sundry	-	-	-	-
Total receipts	61,858	3,054	64,912	45,476
Payments				
Staff	51,508	1,874	53,382	52,130
Rent and services	1,986	-	1,986	1,742
Insurance	866	-	866	649
Phone	350	-	350	303
Fees	823	-	823	1,217
Bank charges	160	-	160	182
Training	200	-	200	360
Resources	14	1,109	1,123	418
Equipment	53	71	124	174
Stationery/postage	113	-	113	194
Food	1,756	-	1,756	1,297
Building repairs, etc.	-	-	-	-
Cleaning materials	552	-	552	559
Trips/activities	-	-	-	-
Staff travel	-	-	-	-
Childcare fee refund	-	-	-	-
Sundry	54	-	54	97
Total payments	58,435	3,054	61,489	59,322
Net of receipts/(payments)	3,423	-	3,423	(13,846)
Transfers between funds	-	-	-	-
Cash funds last year end	21,536	-	21,536	35,382
Cash funds this year end	24,959	-	24,959	21,536

PRIME TIME KIDS CLUB

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD
AS AT 31 AUGUST 2023

Cash funds		Unrestricted funds to nearest £	Restricted funds to nearest £
	Bank account	24,859	-
	Petty cash	100	-
	Total cash funds	24,959	-

Other monetary assets		Due	
	Childcare fees owed	4,213	30/09/2023
	Total	4,213	

Liabilities		Due	
	Childcare fees in advance	91	
	HMRC	1,353	30/09/2023
	Credit Card	150	16/9/2023
	Heating/lighting/waste/rent (estimate)	446	31/10/2023
	Total	2,040	

Approved by the Board of Trustees on 17 January 2024 and signed on its behalf by

Vicki Limbrick (Vicki Limbrick)

PRIME TIME KIDS CLUB

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

The financial statements of the Charity have been prepared in accordance with the guidance of the Charity Commission using the Receipts and Payments basis.

a) Basis of accounting

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £.

2 Grants

	Unrestricted £	Restricted £
Wareham Carnival	300	
Dorset Council Community and Culture Project Fund		1,000
NPC	5,000	
Co-operative Local Community Fund		2,054
Coastal Learning Partnership	2,200	

Purposes of Restricted Funds

Dorset Council Community and Culture Project Fund-to provide free childcare places to low income families receiving pupil premium, nominated by Wareham St Mary Primary School.
Co-operative Local Community Fund-provision of new activities to children

3 Unrestricted funds

	Balance 31/8/22 £	Balance 31/8/23 £
General Fund	20,000	20,000
Designated fund (Liabilities)	1,536	2,040
	<u>21,536</u>	<u>22,919</u>

Purposes of Funds

General fund – The ‘free reserves’ after allowing for all designated funds.

Designated fund (Liabilities) – To cover the liabilities due within 3 months of year end

4 Transactions with Trustees and Related Parties

During the year £nil (2022: £nil) expenses were reimbursed to the Trustees.

Mrs Sally Brookes is employed as a part-time Playworker and is the wife of a Trustee, Mr Kevin Brooks. She was appointed by competitive interview and permission was obtained from the Charity Commission for her to be employed as a connected person to a Trustee. Mr Kevin Brooks does not take part in any discussion or decision on rates of pay or staff conditions of service and benefits. This year she was paid a total of £7,568 (2022:£7,196) gross in salaries through PAYE, Employers NI and employer pension contributions.

5 Loans

During the year the CIO did not have a loan in place and:

- no one agreed to pay a loan if the CIO could not (‘under guarantee’)
- no loan was secured against the CIO’s assets

Accounts

PRIME TIME KIDS CLUB

(A Charitable Incorporated Organisation)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the Year Ended 31 AUGUST 2022

PRIME TIME KIDS CLUB

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c/o Wareham St Mary Primary School
Streche Road
Wareham
Dorset
BH20 4PG

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PRIME TIME KIDS CLUB

CHARITY INFORMATION FOR THE YEAR ENDED 31 AUGUST 2022

Charity trustees:

Caroline Kelly (resigned 7 June 2022)
Jim Bennett
Kevin Brookes
Steve Place
Vicki Limbrick
Anna Darling (appointed 26 April 2022)
Jono Darling (appointed 26 April 2022)
Roberta Sturgess (appointed 26 April 2022)

Charity number

1140465

Registered office

c/o Wareham St Mary Primary School
Streche Road
Wareham
Dorset
BH20 4PG

**Independent
Examiner**

Mr Nigel J Maxted, B.Sc.
12 Tuckers Mill Close
Stoborough
Wareham
Dorset
BH20 5BS

Bankers

Lloyds Bank
Lewisham Branch
PO Box 1000
BX1 1LT

Staff

Manager:	Helen Pugh
Senior Playworker:	Jo Monks
Playworker:	Sally Brookes
Cleaner:	Lianne Lewis

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The Trustees present their Report, together with the independently examined financial statements for the year ended 31 August 2022.

Structure, Governance and Management

Prime Time After School and Holiday Club was formed as an unincorporated voluntary organisation in October 1995. Prime Time Kids Club was set up as a company limited by guarantee on 4 January 2011 and became a registered charity on 17 February 2011. The Management Committee of Prime Time After School and Holiday Club agreed with the directors of Prime Time Kids Club to transfer all its assets, liabilities, staff etc. on 6 April 2011. On 12 March 2019 the charity converted from a company limited by guarantee to a Charitable Incorporated Organisation (CIO).

Prime Time Kids Club is a CIO with more members than its trustees. It encourages those who support its aims, particularly the parents and carers who make use of the services, to become members. The members then elect trustees, a third of which must stand down each year. The Board of Trustees during the year had a total of seven trustees of which three were parents/carers of children using Prime Time. After a few years of advertising for more trustees this year we successfully recruited three, all of whom are users of Prime Time. The Board elect a Chair, Secretary and Treasurer. The Board meets at least 6 times a year but uses e-mail to debate issues between meetings, and help inform any decisions taken by the Chair and/or its staff. Each Board member is provided with an induction pack containing the organisation's Constitution, past minutes and accounts and all the charity's policies.

All the trustees give their time voluntarily and none received any benefit other than that which any other beneficiary would receive. One trustee is closely related to one member of staff, however approval has been given by the Charity Commission to the employment and the trustee concerned takes no part in decisions relating to staff pay or conditions. These transactions and any expenses reimbursed to trustees by the charity are set out in Note 4 to the accounts.

As Prime Time provides child care services to 3-12 year olds we are registered on the Early Years, Childcare and the Voluntary Childcare Registers. Therefore Prime Time is covered by Ofsted's regulatory activity, and is subject to regular inspections. Our last Ofsted inspection in October 2016 rated Prime Time as 'Good'.

The Board meets to agree policy, pricing, funding, etc. Prime Time employs a Manager who has day to day control of Prime Time's operations and who attends the Board meetings and receives supervision from a Trustee. The Manager is responsible for all other staff, ensuring that Prime Time's policies, as agreed by the trustees, are carried out and bringing to the attention of the Board any issues that require a policy decision.

Charitable Objects

The charity's objects as set out in its Constitution are:

- 1) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- 2) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Public Benefit Statement

In considering its future strategy, aims and objectives, Prime Time's trustees have paid due regard to the Charity Commission's general guidance on Public Benefit. The trustees are satisfied that through its primary activities the charity provides identifiable benefits consistent with its charitable objects. The trustees do not consider that these activities produce any identifiable detriment or harm. The trustees are satisfied that any private benefit is incidental to its public benefit activity.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Aims

Prime Time's main aim is the provision of childcare for 3-12 year olds. It is our mission to provide the highest level of childcare that meets the needs of children and their parents and carers. We aim to employ the highest calibre of staff possible with the appropriate qualifications, to plan provision to best meet the needs of parent/carers at the most affordable price, and to provide for the widest needs and interests of children and involve them, wherever possible, in planning and evaluation.

Our main services are:

- Term-time Breakfast Club, 7:30am-8:45am for up to 24 children
- Term-time After School Club, 3pm-6pm for up to 32 children
- School Holiday Club, 7:30am-6pm, open 11 weeks of the year for up to 24 children

Prime Time also aims to improve the skills of its staff and others. Therefore it invests in training for its staff and seeks, where appropriate, finance to support such training.

Covid 19

As with many charities, statutory and private sector organisations Covid 19 had a severe impact on the opening and performance of Prime Time. It was only with the ability to furlough staff, and the use of government grants, were we able to stay open. In September 2021 all restrictions on childcare settings, and in society generally, were lifted. Therefore Prime Time returned to normal operations. We had hoped that numbers would start to return to normal. However we have found that many parents and carers were continuing to work from home, or were not returning to the pattern of work they had before Covid. Both reasons have meant there has been less need for wrap around childcare. Therefore throughout the year, except for holiday club from Easter onwards, numbers were little better than during Covid. We will wait to see if this reflects a permanent change in demand.

In September 2021 the Trustees took the decision to open as normal and hoped that numbers would steadily increase with time. Prime Time took forward government Covid grants from 20-21, and a Sustainability Grant from Dorset Council, to help cover the losses of lower numbers. During the year, like many businesses and charities, we attracted more government funding to cover losses due to Covid. However numbers over the year did not increase as we had hoped.

Achievements and Performance

Over the year from September 2021 to August 2022 Prime Time was open as follows:

- Breakfast Club for 189 days (2021:142, Pre-Covid(2019):190), averaging 8.7 children per session (2021: 10.3, 2019:15.5)
- After School Club for 189 days (2021:142, 2019:190), averaging 7.6 children per session (2020:7, 2019:18)
- Holiday Club for 11 weeks of the year (2020:8, 2019:10) averaging 13.9 children per day (2021:12.8, 2019:16.5)

Following the removal of all Covid restrictions we returned to being fully open (although we had to close one day due to the school site closure because of high and dangerous winds). Over the year Prime Time provided a service to 105 individual children (2021:80, Pre-Covid:130) from 76 families (2021:55, Pre-Covid:88). These show a very positive increase in the number of children and families benefitting since the lifting of Covid 19 restrictions.

The Breakfast Club provides a good wholesome breakfast and calm atmosphere before school preparing them for formal learning. We have regular feedback from the local primary school that this is the case. Numbers using it were still much lower than pre Covid and even lower than last year. After school numbers did not much improve on the year before and were much lower than pre Covid. Holiday Club numbers for the first 6 months were also very low. However from Easter

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

onwards we were full most days (i.e. 16) and so the average over the year was better than the year before. From Easter onwards we took part in the Holiday activities and Food programme. This programme is funded by central government and administered by Dorset Council to provide offer fun activities and tasty meals free of charge to children who are eligible for benefit-related school meals during school holidays (not half terms). We offered up to 5 half-day places for 8 days at Easter and 25 days during the Summer holidays. A total of 13 children made use of it from 8 families. Two families paid extra to stay all day benefitting 4 children. The trustees greatly value this scheme as it allowed these children and their families to benefit who may well have been unable to afford our fees even though they are much lower than other providers.

We continue to receive very positive feedback from our users. We regularly talk to and survey children and parents/carers about Prime Time. Comments of parents and children included:

- "I started a new job, and was in need of care for the youngest through the holidays. If it wasn't for PT I wouldn't be able to work"
- "PT was a life saver!! My son H really enjoyed it. Made new friends and really enjoyed the activities. Both me and my husband work full time and the holiday club was a HUGE help!!"
- "It is great to be able to put A in PT for a few days over the summer so that I was able to work"
- "She was so excited to go every day. And even gutted she couldn't go 5 days a week"
- "Making new friends and the fun craft activities. My son was really proud of the things he made"
- "A really enjoys every aspect of PT but craft is her favourite thing to do"
- "I think you provide enough activities to suit all the different children"
- "I could not work without PT. It makes a huge difference to have somewhere that my kids love and where I feel complete trust in the staff"
- "Using PT helps with being able to attend work in normal hours rather than being late"
- "PT makes it possible for both my wife and I to be able to work in front line NHS roles. Knowing our son is having a great time in a fun and positive environment is so fantastic"
- "With the changes in school opening times. It allows me to drop off and avoid being late for work"
- "Peace of mind that I can finish my work day"
- "PT makes a huge difference to me. I am able to work"
- "To know my children are happy and safe whilst I am working is a relief off my mind "
- "Being able to work and know my child is safe, well and having fun is important"
- "The staff are amazing and show real care and support to my kids. My kids love it and feel comfortable and cared for. The activities and encouragement provided to develop children is brilliant"
- "The large range of activities and a happy safe environment"
- "Flexible bookings, a great range of activities and absolutely amazing staff who make such a warm environment"
- "As a parent it offers flexibility and gives my child fun and play on the school playground apparatus before school"
- "I like playing outside before school"
- "I like extra time with friends"
- "I like the kind, friendly and caring staff"
- "Children enjoyed the setting as it was their first time and wanted to go back the next day"
- "I love going and can have fun. Never bored and lots to do"
- "I am very pleased with all you do"
- "I think the service is fantastic and I can't fault anything"

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2022**

- "Everything is great"
- "We are so grateful for this service. It makes out life work so much better"
- "I wish it was a free service but understand that is not possible"
- "Staff responses to my concerns were understanding and timely"
- "You all do a wonderful job"
- "Very happy with activities provided and children are happy and settled"

When asked in May 2022 how parents would rate us 87.5% said outstanding and 12.5% said good, 0% said average or poor.

Our last Ofsted inspection was in October 2016, however we were inspected in October 2022 and although this falls outside the period of this report the Trustees believe that it is a measure of our work in 2021-22. Inspections now only rate settings like Prime Time as Met or Unmet. Our rating was Met and the inspection made some very highly positive statements:

- Leaders are committed to fulfilling their vision to create an environment where children feel welcomed, safe and at home. They prioritise children's well-being by supporting staff to build respectful relationships with children, through shared training, regular feedback and discussion.
- Leaders provide an appealing range of resources. These range from resources to encourage children's imaginative play, to board games and craft activities.
- Children benefit from physical play in the fresh air using their outdoor shelter, playing ball games and using climbing equipment.
- Staff provide children with warm, friendly responses to their requests. They allow children to make choices in their play. Staff carefully watch children's engagement in activities and are on hand to guide, assist and enable successful and enjoyable play.
- Children are comfortable and content. They quickly become absorbed by the activities provided for them. Older children share and cooperate with younger children. They help them roll up their sleeves when washing hands and make up simple games that younger children can join in with.
- Children behave well. Staff promote consideration for others. They talk with children about valuing other people's views. Staff teach children to wait for their turn if another child is using equipment. They give clear time expectations that help children take turns. Some staff do not always give visual prompts that might help children to be patient.
- Staff know the children and parents that they work with well. Staff discuss the children's day with parents at the setting entrance, so they can share relevant information about their child's school day. Parents are confident in staff. They appreciate the relationship that they develop with children and the creative play that they promote.
- Staff take into account the views and preferences provided by parents. Staff provide snacks for children and ensure that special dietary requirements are carefully followed. Children independently follow hygiene routines that staff have established.

Overall Prime Time provides a safe environment for children out of school hours, with consistent and committed staffing providing routines, fun and purposeful activities that develop their social, physical and cognitive skills. By offering very affordable, and flexible, childcare we are offering parents and carers a childcare service while they work or train which will improve the entire family's circumstances including the children. This was especially so for families during, and after, the pandemic.

Prime Time employs 4 contracted staff and a pool of 8 others. Staff are provided with mentoring, experience and training to develop their work with children. Staff this year have attended training on

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Level 3 Paediatric first aid, Level 2 safeguarding, FGM, Level 2 food hygiene, Prevent, Domestic Violence Dragonfly Ambassadors, GDPR, Safer recruitment, PARS Practicals. One of our trustees also attended level 3 Safeguarding. Our Manager receives networking ideas and support from online forums. Our staff are, of course, the biggest strength that we have and they have continued to show a high level of dedication and flexibility to meet the needs of Prime Time and the children we care for which was recognised by the Ofsted inspection in October 2016, and more recently in October 2022. Helen, our Manager, continues to manage the facility and staff extremely well, and this is backed up by a dedicated committee. To support our Manager, and develop the experience of our Senior Playworker (effectively her deputy), we usually employ her for two administrative hours a week so there is a more shared team effort for planning activities and resourcing them. We continue to offer the National Living

Wage to all staff, not just those 25 years old and over, with a slightly better rate for our Playworkers.

Prime Time operates from a self-contained mobile on licence from the Coastal Learning Partnership, which was adapted to our specifications and we moved into it in April 2013. We have access to the primary school's playground when we are open and some indoor facilities during the holidays which allows for a range of indoor and outdoor activities. In early 2016 we paid for a covered extension with roll up and down walls. It has enabled children to play 'outside' in all weathers and has been a great addition to the building. Prime Time is responsible for the internal repairs of the mobile and the Trustees have agreed we should decorate every four or five years and have set aside reserves to cover the cost.

Use of volunteers

Very occasionally we have volunteers in the sessions. All of Prime Time's trustees give up their time for free, attending half termly committee meetings. Prime Time greatly relies on volunteer time from its trustees for much of its administrative support. Two trustees between them carry out the regular day to day book keeping and banking functions Prime Time requires. This time freely given enables Prime Time to keep its costs down so allowing as many families as possible to afford its childcare services. However the Trustees are aware of the need to attract new trustees. This year we said farewell to Caroline Kelly, a former user who had been a trustee for many years. Following a successful recruitment campaign we appointed three new trustees, all of whom use Prime Time and are taking on active roles in fundraising.

Ensuring that services remain relevant

Prime Time constantly seeks the opinions of the children who use its services and their parents/carers. We regularly formally distribute questionnaires to parent/carers and carry out 'listening and recording' exercises with the children seeking ways to improve current services, and to see if new ones are required. Three of our current trustees are themselves parents/carers who have contact with many other local parents/carers and so provide valuable feedback from both users and non-users. We work very well with the local primary school which is located on the site.

Ensuring that our services are accessible to the public

Prime Time's main source of income is from fees charged to parents. The local area has a large proportion of families on low and below the national average income and so childcare has to be affordable. We are well aware that the cost of services could prohibit some families, perhaps those in most need of our services. We continue to charge parents/carers different costs for one, two and three hours' childcare helping to make our care very affordable. We review, at least once a year, the fee structure, balancing fees against cost. This year we had to increase our staff salaries by 9.8% (last year 2%) to comply with the National Living Wage. With these increases, and the losses made because of Covid, the trustees reluctantly decided to increase fees for 2021-22 by 3% after two years of no increase. However our fees continue to be much less than the average for after school clubs.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The charity Coram Family and Childcare, in its annual survey of childcare costs for 2022, says the average cost of 3 hours of after school childcare a day in England was £13.35 and £12.70 in the south west (average for a childminder was £14.24 for England and £14.04 in the south west). These costs had increased by about 15% on 2021. We only increased our rates by 3% and our daily fee was £9.70. We encourage, and support, parents and carers to use any means available to them that may reduce the cost to themselves such as tax credits, childcare vouchers, etc. If families face difficulties in paying fees then we are prepared to negotiate easy payment plans.

Prime Time usually engages in fund raising activities to help subsidise the costs. In previous years we combined our March AGM with a fundraising quiz night which were both fun and highly successful in raising funds. Unfortunately we had to cancel this for a second year because of the lock down. However we hope to organise this event later in 2022. Our three new trustees have actively engaged in fundraising including setting up an online lottery and making a number of grant applications, with a successful one of £1,000 from the Arnold Clark Community Fund. We were successfully chosen to be a recipient of the Co-operative Local Community Fund and received an initial grant of £23 much expect a much larger amount in October 2022. In 2022-23 we hope that these efforts will increase our income, which we would not have been able to weather the slow return to pre Covid numbers of children and so provide for the their needs and their families.

Our services are available to any 3 to 12 year old. However access to the Breakfast and After School sessions are generally limited to available transport from the school to our building, therefore in practice usage of these services is to Wareham St Mary Primary where children can easily walk the short distance between our building and their classrooms, with escorts as needed. We publicise the after school and breakfast club regularly to Wareham St Mary through leaflets, school sharing apps, mentions in the school newsletter, attending school events, etc. Our Holiday Club is publicised through e-mails sent to four schools and three nurseries in the local area for distribution to individual children, our Facebook page, website and posters in local shops, etc.

Future Plans

Our aims for the coming year include:

- Maintain financial sustainability during the difficulties resulting from Covid
- Attract more grants/fundraising to replace income lost and to ensure sustainability in 2022/23
- Ensure parents/carers better understand that we are a charity and so are not profit driven
- Ensure we keep fees affordable as families continue to struggle financially
- Promote the benefits of Prime Time to more parents/carers
- Transferring some of the book keeping functions from the volunteer trustees to a paid member of staff if finances allow
- Continue to develop a good working relationship with the multi academy trust and local management at Wareham St Mary Primary School

Financial Review

As stated above our main source of income are the fees from the parents/carers of the children using our services. Most parents and carers pay their fees on time. Prime Time does understand that parents and carers may face financial difficulties and does enter into easy payment agreements. However if parents/carers refuse to negotiate then reluctantly Prime Time will take legal action. This year we engaged Chameleon Collections, a debt collection agency recommended by other out of school care clubs, and refer outstanding payments to them when our initial contacts fail to elicit payments.

The following annual accounts are set out using the receipts and payments format, following guidance from the Charity Commission. Because our gross income is more than £25,000 a year the accounts

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

must be examined by someone independent of the Trustees. The following accounts show that we made a deficit of £13,846 in general funds (2021:£3,758). We had hoped that with the lifting of Covid restrictions that numbers of children using Prime Time would return to pre-Covid numbers. Although holiday club numbers for the second half of the year were very good, breakfast and after school have not increased. We did receive grants from the local authority to assist with bouncing back from Covid, and have attracted a couple of other grants, this has not been enough to cover our losses.

Therefore at the end of the year the charity's cash reserves stood at £21,536 (2021:£35,382), all of which is unrestricted. This year the school finally invoiced us for rent, energy and services for 2018-19. If we take account of money we owe and that owed to Prime Time our reserves as of 31 August 2022 are £22,887 (2021:£34,112), representing a decrease of £11,225 (2021 an increase of £7,120, NB this included a carried forward grant of £5,212 from Dorset Council to help recover from loss of income caused by Covid). In past years Trustees had decided to set aside £1,000 towards decoration costs in 2022 or 2023. However given the current financial position the Trustees have decided to return this amount to its free reserve, therefore the free reserves available to the trustees are £22,887 (2021:£27,900).

Reserves Policy

The Trustees have agreed a Reserves Policy which they review each year and note any progress towards meeting the target level of reserves. The main consideration in setting the level of reserves required is the moral commitment the Trustees have to the long term welfare of the children cared for. For 2021-22 they have agreed the following statement for the Annual Report:

Prime Time Kids Club has a commitment to the long term welfare of the children it provides care to. Finding appropriate out of school care in the local area is not easy and may take parents and carers up to three months to find. Therefore if Prime Time had to close then the Trustees would wish to give parents and carers a minimum of two months' notice, and ideally three months notice, so that they can find appropriate care for their children. At 2022-23 costs the Trustees estimate they would need £22,400 to cover the costs of staying open for two months and £27,600 for three months, including any closure costs. At the end of this financial year the charity had £22,887 in free reserves. This is equal to the lower target therefore the Trustees can provide parent/carers with at least 2 months' notice if they decide that Prime Time has to close.

Trustees Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law.

Approved by the Trustees on 17 January 2023 and signed on their behalf by:

(Vicki Limbrick, Chair)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 AUGUST 2022**

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 31 August 2022.

As the charity trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature:

Date:

Max Maxted

12 Tuckers Mill Close, Stoborough, Wareham, Dorset, BH20 5BS

PRIME TIME KIDS CLUB

**RECEIPTS AND PAYMENTS
FOR THE YEAR TO 31 AUGUST 2022**

	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Receipts				
Childcare fees	38,682	-	38,683	22,339
Fundraising	182	-	182	-
Donations	-	-	-	61
Grants	6,289	323	6,612	35,350
Sundry	-	-	-	21
Total receipts	45,153	323	45,476	57,771
Payments				
Staff	52,130	-	52,130	46,288
Rent and services	1,742	-	1,742	1,530
Insurance	649	-	649	603
Phone	303	-	303	320
Fees	1,217	-	1,217	872
Bank charges	182	-	182	171
Training	360	-	360	211
Resources	112	306	418	432
Equipment	157	17	174	281
Stationery/postage	194	-	194	151
Food	1,297	-	1,297	458
Building repairs, etc.	-	-	-	95
Cleaning materials	559	-	559	604
Trips/activities	-	-	-	0
Staff travel	-	-	-	0
Childcare fee refund	-	-	-	1,937
Sundry	97	-	97	60
Total payments	59,322	323	59,322	54,013
Net of receipts/(payments)	(13,846)	-	(13,846)	3,758
Transfers between funds	-	-	-	-
Cash funds last year end	35,382	-	35,382	31,624
Cash funds this year end	21,536	-	21,536	35,382

PRIME TIME KIDS CLUB

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD
AS AT 31 AUGUST 2022

		Unrestricted funds to nearest £	Restricted funds to nearest £
Cash funds	Bank account	21,436	-
	Petty cash	100	-
	Total cash funds	21,536	-

		Due	
Other monetary assets	Childcare fees owed	2,887	30/09/2022
	Total	2,887	

		Due	
Liabilities	Childcare fees in advance	2	
	HMRC	1,174	30/09/2022
	Heating/lighting/waste/rent (estimate)	360	31/10/2022
	Total	1,536	

Approved by the Board of Trustees on 17 January 2023 and signed on its behalf by

(Vicki Limbrick)

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2022**

1 Accounting policies

The financial statements of the Charity have been prepared in accordance with the guidance of the Charity Commission using the Receipts and Payments basis.

a) Basis of accounting

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £.

2 Grants

	£
HMRC (Coronavirus Job Retention Scheme)	1,077
Dorset Council (Coronavirus Discretionary Grant)	1,200
Dorset Council (Early Years)	3,000
Co-operative Local Community Fund	323
Arnold Clarke Community Fund	1,000

3 Unrestricted funds

	Balance 31/8/21 £	Balance 31/8/22 £
General Fund	24,258	20,000
Designated fund (Decoration)	1,000	0
Designated fund (Liabilities)	4,916	1,536
Designated fund (Sustainability)	5,212	0
	<u>35,382</u>	<u>21,536</u>

Purposes of Funds

General fund – The ‘free reserves’ after allowing for all designated funds.

Designated fund (Decoration) – Internal painting of setting in 2022 or 2023. Due to current financial situation this fund has been added back to the General Fund

Designated fund (Liabilities) – To cover the liabilities due within 3 months of year end NB the school finally invoiced us for past rent and utility costs so reducing the total

Designated fund (Sustainability) – Sustainability grant spent in this year.

4 Transactions with Trustees and Related Parties

During the year £nil (2021: £nil) expenses were reimbursed to the Trustees.

Mrs Sally Brookes is employed as a part-time Playworker and is the wife of a Trustee, Mr Kevin Brooks. She was appointed by competitive interview and permission was obtained from the Charity Commission for her to be employed as a connected person to a Trustee. Mr Kevin Brooks does not take part in any discussion or decision on rates of pay or staff conditions of service and benefits. This year she was paid a total of £7,196 (2021:£5,401) gross in salaries through PAYE, Employers NI and employer pension contributions.

5 Loans

During the year the CIO did not have a loan in place and:

- no one agreed to pay a loan if the CIO could not (‘under guarantee’)
- no loan was secured against the CIO’s assets

Accounts

PRIME TIME KIDS CLUB

(A Charitable Incorporated Organisation)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the Year Ended 31 AUGUST 2021

PRIME TIME KIDS CLUB

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c/o Wareham St Mary Primary School
Streche Road
Wareham
Dorset
BH20 4PG

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PRIME TIME KIDS CLUB

CHARITY INFORMATION FOR THE YEAR ENDED 31 AUGUST 2021

Charity trustees:

Caroline Kelly
Jim Bennett
Kevin Brookes
Steve Place
Vicki Limbrick
Cassie Bascombe (resigned 24 August 2021)

Charity number

1140465

Registered office

c/o Wareham St Mary Primary School
Streche Road
Wareham
Dorset
BH20 4PG

**Independent
Examiner**

Mr Nigel J Maxted, B.Sc.
12 Tuckers Mill Close
Stoborough
Wareham
Dorset
BH20 5BS

Bankers

Lloyds Bank
Blackheath London Branch
PO Box 1000
BX1 1LT

Staff

Manager:	Helen Pugh
Senior Playworker:	Jo Monks
Playworker:	Sally Brookes
Cleaner:	Julie Cox (resigned 7 November 2020)
	Elsie Fletcher (appointed 6 November 2020, resigned 16 July 2021)
	Lianne Lewis (appointed 5 August 2021)

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

The Trustees present their Report, together with the independently examined financial statements for the year ended 31 August 2021.

Structure, Governance and Management

Prime Time After School and Holiday Club was formed as an unincorporated voluntary organisation in October 1995. Prime Time Kids Club was set up as a company limited by guarantee on 4 January 2011 and became a registered charity on 17 February 2011. The Management Committee of Prime Time After School and Holiday Club agreed with the directors of Prime Time Kids Club to transfer all its assets, liabilities, staff etc. on 6 April 2011. On 12 March 2019 the charity converted from a company limited by guarantee to a Charitable Incorporated Organisation (CIO).

Prime Time Kids Club is a CIO with more members than its trustees. It encourages those who support its aims, particularly the parents and carers who make use of the services, to become members. The members then elect trustees, a third of which must stand down each year. The Board of Trustees during the year had a total of six trustees of which three were parents/carers of children using Prime Time. The Board elect a Chair, Secretary and Treasurer. The Board meets at least 6 times a year but uses e-mail to debate issues between meetings, and help inform any decisions taken by the Chair and/or its staff. Each Board member is provided with an induction pack containing the organisation's Constitution, past minutes and accounts and all the charity's policies.

All the trustees give their time voluntarily and none received any benefit other than that which any other beneficiary would receive. One trustee is closely related to one member of staff, however approval has been given by the Charity Commission to the employment and the trustee concerned takes no part in decisions relating to staff pay or conditions. These transactions and any expenses reimbursed to trustees by the charity are set out in Note 4 to the accounts.

As Prime Time provides child care services to 3-12 year olds we are registered on the Early Years, Childcare and the Voluntary Childcare Registers. Therefore Prime Time is covered by Ofsted's regulatory activity, and is subject to regular inspections. The most recent inspection in October 2016 rated Prime Time as 'Good'.

The Board meets to agree policy, pricing, funding, etc. Prime Time employs a Manager who has day to day control of Prime Time's operations and who attends the Board meetings and receives supervision from a Trustee. The Manager is responsible for all other staff, ensuring that Prime Time's policies, as agreed by the trustees, are carried out and bringing to the attention of the Board any issues that require a policy decision.

Charitable Objects

The charity's objects as set out in its Constitution are:

- 1) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- 2) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Public Benefit Statement

In considering its future strategy, aims and objectives, Prime Time's trustees have paid due regard to the Charity Commission's general guidance on Public Benefit. The trustees are satisfied that through its primary activities the charity provides identifiable benefits consistent with its charitable objects. The trustees do not consider that these activities produce any identifiable detriment or harm. The trustees are satisfied that any private benefit is incidental to its public benefit activity.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

Aims

Prime Time's main aim is the provision of childcare for 3-12 year olds. It is our mission to provide the highest level of childcare that meets the needs of children and their parents and carers. We aim to employ the highest calibre of staff possible with the appropriate qualifications, to plan provision to best meet the needs of parent/carers at the most affordable price, and to provide for the widest needs and interests of children and involve them, where ever possible, in planning and evaluation.

Our main services are:

- Term-time Breakfast Club, 7:30am-8:45am for up to 24 children
- Term-time After School Club, 3pm-6pm for up to 32 children
- School Holiday Club, 7:30am-6pm, open 10 weeks of the year for up to 24 children

Prime Time also aims to improve the skills of its staff and others. Therefore it invests in training for its staff and seeks, where appropriate, finance to support such training.

Covid 19

As with many charities, statutory and private sector organisations, for a second year Covid 19 has had a severe impact on the opening and performance of Prime Time. Following a partial opening of our holiday club in the summer of 2020 we stayed open when schools reopened in September 2020. Covid restrictions on child care settings continued to impose more costs and health and safety considerations. Numbers of children remained low, mainly due to many parents/carers being furloughed and so not requiring out of school childcare. For the Christmas and New Year break we canvassed numbers requiring childcare but the numbers were very low and would have created a significant loss to the charity. Therefore the Trustees reluctantly decided not to open. Then the third lockdown was imposed which meant schools and childcare setting could only open for key workers and vulnerable children in January 2021. Following canvassing of our users the numbers requiring childcare were minimal and so the trustees reluctantly decided again not to open. Rules on those who could attend schools and childcare settings changed on 8 March 2021 meaning more children could use Prime Time. The Trustees agreed that we should support parents/carers, and the reopening of society, by reopening and did so on 8 March. However numbers were very low, averaging 4.5 children per day for breakfast club and 3.5 for after school. The rules were relaxed on 12 April meaning that more parents/carers could return to work and use childcare. Therefore the trustees decided to open for the Easter holiday, averaging 7 children per day. Once schools reopened for the summer term, numbers for out of school care increased to an average of 11.7 per day for breakfast club and 8.6 for after school. The summer half term was also better at 10 children per day. Rules were relaxed even more for the summer holidays e.g. removal of the use of bubbles, and so the trustees decided to open as normal, although restricting numbers to 16 per day. The summer was highly successful with an average of 15.6 children per day.

Throughout the year the trustees have tried to balance the needs of children, and their parents/carers, with the restrictions/recommendations of government generally on being covid secure and those specifically on childcare settings, and the need to ensure the longer term sustainability of the charity. The trustees had to consider:

- For much of the first half of 2021 Government guidelines, in line with those in schools, meant there were stringent procedures in place. Children had to be placed in 'bubbles' in school and those bubbles had to be maintained by Prime Time as the school set them. This was difficult for us to achieve with children coming from different classes/schools during holiday periods.
- Prime Time is a play setting and with guidelines restricting social distancing and certain types of play and use of equipment make it more difficult to cater for the children's play needs across a broad range of ages
- We put the safety of children, parents and our staff as a priority
- As a charity we needed to take account of lower numbers of children for safety against loss of income to ensure we are able to financially safeguard the charity for the majority who will need us in the future.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

Thanks to government grants we were able to retain all our staff who were furloughed. Also we continued to receive the government's Discretionary Business Support Grant and successfully applied for a significant Early Years Sustainability Grant from Dorset Council. These financial contributions enabled the Trustees to make the decision to open during term time and school holidays despite the projected loss to ensure that the needs of children were met.

In September 2021 the Trustees took the decision to open as normal and hope that numbers will steadily increase with time. Luckily Prime Time will be taking forward government Covid grants from 20-21, and a Sustainability Grant from Dorset Council, to help cover the losses of lower numbers. The Trustees will monitor the situation to ensure the longer term sustainability of the charity.

Achievements and Performance

Over the year from September 2020 to August 2021 Prime Time was open as follows (NB reduced opening because of Covid 19):

- Breakfast Club for 142 days (2020:123, Pre-Covid(2019):190), averaging 10.3 children per session (2020: 14.3, 2019:15.5)
- After School Club for 142 days (2020:123, Pre-Covid:190), averaging 7 children per session (2020:14.9, 2019:18)
- Holiday Club for 8 weeks of the year (2020:7, Pre-Covid:10) averaging 12.8 children per day (2020:9.3, 2019:16.5)

Over the year Prime Time provided a service to 80 individual children (2020:103, Pre-Covid:130) from 55 families (2020:72, Pre-Covid:88). Covid 19, for a second year, reduced the overall number of children served this year. Children are provided with a safe, secure, stimulating and fun environment.

The Breakfast Club provides a good wholesome breakfast and calm atmosphere before school preparing them for formal learning. We have regular feedback from the local primary school that this is the case. Although numbers using it were lower than pre Covid the average numbers were higher than after school and so continues to show that this is a popular service and so needed. An indirect benefit of our services for children is that it enables many of the parents/carers to work so improving home circumstances for children. Since the summer term of 2016 we had provided a Toast Club that provided very cheap toast and spreads to any child arriving at school before the start of the school day, many of whom have had a limited breakfast. Because of the implications of Covid and the changing opening times and procedures operated by the school we did not provide this during the year.

Covid continued to affect numbers attending after school sessions with a significant reduction in average attendance compared to the previous year. We continue to charge parents/carers different costs for one, two and three hours' childcare helping to make our care very affordable.

We did not open school holiday club for the autumn and spring half terms, nor for Christmas/New Year due to low numbers. However we opened for Easter as society started to open up and for summer half term, although numbers were low. To better manage good Covid practice and ensure that there was a positive play experience for children we reduced the maximum number of children to 16 a day and the minimum age to 4. However the summer holiday was almost full across five weeks reflecting the opening up of the economy. Therefore overall the average attendance was better than last year but still 25% less than pre-Covid.

Staff and children have continued to adapt well to the new working practices required of Covid. Socially distanced activities and games, keeping each other safe by measures such as timers for hand washing properly and keeping in their school bubbles have all been happily undertaken even when it means normal play is somewhat disrupted.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

Despite the restrictions of Covid and our reduced service we continue to receive very positive feedback from our users. We regularly talk to and survey children and parents/carers about Prime Time. At the end of the summer holiday scheme we asked the children:

1. What do you think of Prime Time?
 - It's fun because there is lots to do
 - It's amazing cause there's so much toys in here and books and paper
 - I like Prime Time because I make lots of new friends
 - I like it because everyone is kind and caring
 - I like Prime Time because there is lots of nice grown ups
 - I like Prime Time because there is a wii
2. What could be better?
 - I'd like to see a sunrise out of the windows
 - I would like more activities
 - If there was a PS4
 - More time on the Wii
 - I wish we could have more things again like circus man and Forest school, lighting the fires was fun
 - I wish we could have a pet
 - A famous footballer to visit
3. How are the grown up's?
 - Good
 - Amazing
 - You guys are so good
 - I find it annoying with the face masks all the time
 - Sally played board games with me
 - Volleyball they did with us was really fun

We also asked the parent/carers:

1. Please tell us what difference it made to your family to be able to use Prime Time's holiday club this summer?
 - It meant the world to us, as it was somewhere familiar and loved by our child and meant I could continue working.
 - The longer hours offered by Prime Time mean I can attend work. The care offered provides reassurance so I can focus on work whilst knowing my kids are having an enjoyable time.
 - I would not have been able to go to work as I have no other childcare support or family to help
 - Made a lot of difference to my family as it's very difficult to find reasonably priced childcare during the pandemic. Without Primetime I would not be able to work.
 - Help with childcare during the summer holidays. Lots as I work in Wareham so very easy to drop my son off and my parents can collect him
 - A massive difference.
 - I couldn't work if it wasn't for all the lovely ladies at Primetime.
 - We only needed to use it one day but we would have been in a very difficult situation if it hadn't been available.
 - It's enabled me to continue working.

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

2. What were the highlights for you and your children?
 - The variety of activities was amazing, and different bring-home creations and painted pieces!
 - Playing with slime and clay modelling.
 - My daughter loves Prime Time the activities and the staff and is always excited to attend
 - The highlight for me is that my son enjoys coming to Prime Time and is happy.
 - Daughter has made new friends and grown in confidence.
 - Making cakes clay modelling.
 - All the things they made.
 - Variety of activities, seeing friends, trusted carers
 - Both my girls have enjoyed the variety of arts and crafts, especially the clay making at the children's centre.
3. Do you or your children have any suggestions for improvement?
 - No
 - No
 - Daughter said she is happy with everything.
 - None at all as you do so much already
 - None
 - Can't fault them. Everything has been amazing
4. Will you be looking to use us at October Half term?
 - Yes 100%
5. Is there anything else you feel you would like to share with us?
 - I think this is an invaluable service
 - Thanks to Helen, Sally, Jo and Chloe, apologies if I have missed anyone out...
 - Thank you so much for accepting my girls. They love coming.
6. Overall what rating would you give us?
 - Outstanding 88.89%
 - Good 11.11%

Overall Prime Time provides a safe environment for children out of school hours, with consistent and committed staffing providing routines, fun and purposeful activities that develop their social, physical and cognitive skills. By offering very affordable, and flexible, childcare we are offering parents and carers a childcare service while they work or train which will improve the entire family's circumstances including the children. This was especially so for families during the pandemic.

Prime Time employs 4 contracted staff and a pool of 8 others. Staff are provided with mentoring, experience and training to develop their work with children. Staff this year have attended training on safeguarding level 3, food hygiene level 2, first aid level 3, behaviour management, in the moment planning, handling difficult conversations with parents, drink and drug awareness. Our Manager receives networking ideas and support from online forums. Our staff are, of course, the biggest strength that we have and they have continued to show a high level of dedication and flexibility to meet the needs of Prime Time and the children we care for which was recognised by the Ofsted inspection in October 2016. Helen, our Manager, continues to manage the facility and staff extremely well, and this is backed up by a dedicated committee. To support our Manager, and develop the experience of our Senior Playworker (effectively her deputy), we usually employ her for two administrative hours a week so there is a more shared team effort for planning activities and resourcing them. However due to fewer numbers of children, and to help create a saving, the Senior Playworker agreed to be furloughed throughout the year. We continue to offer the National Living

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

Wage to all staff, not just those 25 years old and over, with a slightly better rate for our Playworkers. Also to recognise the contribution that our staff made to sustaining Prime Time in April we increased salaries above the national average.

Prime Time operates from a self-contained mobile on licence from the Coastal Learning Partnership, which was adapted to our specifications and we moved into it in April 2013. We have access to the primary school's playground when we are open and some indoor facilities during the holidays which allows for a range of indoor and outdoor activities. In early 2016 we paid for a covered extension with roll up and down walls so it could be used in all weathers. We can now take up to 32 children per session and it has enabled children to play 'outside' in all weathers and has been a great addition to the building. Prime Time is responsible for the internal repairs of the mobile and the Trustees have agreed we should decorate every four or five years and have set aside reserves to cover the cost.

Use of volunteers

Very occasionally we have volunteers in the sessions. All of Prime Time's trustees give up their time for free, attending half termly committee meetings. Prime Time greatly relies on volunteer time from its trustees for much of its administrative support. Two trustees between them carry out the regular day to day book keeping and banking functions Prime Time requires. This time freely given enables Prime Time to keep its costs down so allowing as many families as possible to afford its childcare services. However the Trustees are aware of the need to attract new trustees. This year we said farewell to Cassie Bascombe, a former user, but in the coming year we will be looking to recruit additional members to the Board.

Ensuring that services remain relevant

Prime Time constantly seeks the opinions of the children who use its services and their parents/carers. We regularly formally distribute questionnaires to parent/carers and carry out 'listening and recording' exercises with the children seeking ways to improve current services, and to see if new ones are required. Three of our current trustees are themselves parents/carers who have contact with many other local parents/carers and so provide valuable feedback from both users and non-users. We work very well with the local Children's Centre and primary school which are located on the site.

Ensuring that our services are accessible to the public

Prime Time's main source of income is from fees charged to parents. The local area has a large proportion of families on low and below the national average income and so childcare has to be affordable. We are well aware that the cost of services could prohibit some families, perhaps those in most need of our services. Therefore we review, at least once a year, the fee structure, balancing fees against cost. This year we had to increase our staff salaries by 2% (last year 6.2%) to comply with the National Living Wage. Despite these increases, and the losses made because of Covid, the trustees decided not to increase fees for 2019-20 as we were aware of the financial hardship that reduced working and low pay rises made to families. Our fees continue to be much less than the average for after school clubs. The average cost in England for 15 hours of after school childcare in 2021 ("The Childcare Survey 2021", Coram Family and Childcare) was £62.56 and in the South West £58.23 for after school clubs and £71.55 for childminders, compared to Prime Time's £48.50. We encourage, and support, parents and carers to use any means available to them that may reduce the cost to themselves such as tax credits, childcare vouchers, etc. If families face difficulties in paying fees then we are prepared to negotiate easy payment plans.

Prime Time usually engages in fund raising activities to help subsidise the costs. In previous years we combined our March AGM with a fundraising quiz night which were both fun and highly successful in raising funds. Unfortunately we had to cancel this for a second year because of the lock down. However we hope to organise this event in 2022. For the first time this year we applied

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

to Wareham Town Council and were successful in receiving a grant of £550 towards our general running costs and received a grant of £500 from the Woodward Trust to support our summer holiday scheme. Without these important contributions we would not have been able to open as much as we could during the pandemic and so provide for the needs of local children and their families.

Our services are available to any 3 to 12 year old. However access to the Breakfast and After School sessions are generally limited to available transport from the school to our building, therefore in practice usage of these services is to Wareham St Mary Primary where children can easily walk the short distance between our building and their classrooms, with escorts as needed. We publicise the after school and breakfast club regularly to Wareham St Mary through leaflets, mentions in the school newsletter, attending school events, etc. Our Holiday Club is publicised through e-mails sent to four schools and three nurseries in the local area for distribution to individual children and posters in local shops, etc. advertising each holiday opening. We advertise our services, and keep current users up to date, using e-mails, our website, Family Information Service, Facebook and Twitter. We have used Facebook more to show parents what their children are involved in which has received very positive feedback.

Future Plans

Our aims for the coming year include:

- Maintain financial sustainability during the difficulties resulting from Covid
- Attract more grants/fundraising to replace income lost and to ensure sustainability in 2021/22
- Ensure parents/carers better understand that we are a charity and so are not profit driven and need trustees
- Attract at least one new trustee, ideally a user of Prime Time
- Ensure we keep fees affordable as families continue to struggle financially
- Promote the benefits of Prime Time to more parents/carers
- Transferring some of the book keeping functions from the volunteer trustees to a paid member of staff if finances allow
- Continue to develop a good working relationship with the multi academy trust and local management at Wareham St Mary Primary School

Financial Review

As stated above our main source of income are the fees from the parents/carers of the children using our services. Most parents and carers pay their fees on time. Prime Time does understand that parents and carers may face financial difficulties and does enter into easy payment agreements. However if parents/carers refuse to negotiate then reluctantly Prime Time will take legal action.

The following annual accounts are set out using the receipts and payments format, following guidance from the Charity Commission. Because our gross income is more than £25,000 a year the accounts must be examined by someone independent of the Trustees. The following accounts show that we made a surplus of £3,758 in general funds (2020:£2,100). Therefore at the end of the year the charity's cash reserves stood at £35,382 (2020:£31,624), all of which is unrestricted. However the school has not invoiced us for rent, energy and services for 2018-19, despite regular reminders. Therefore at the end of the year we estimate that we now owe the school £2,244. If we take account of this and other money we owe and that owed to Prime Time our reserves as of 31 August 2021 are £34,112 (2020:£26,992), representing an increase of £7,120 (2020 a decrease of £3,152). At the end of 2020-21 we received a grant from Dorset Council to help recover from loss of income caused by Covid. Therefore £5,212 of this will be carried forward to help cover any losses until daily numbers return to normal, hopefully in January 2022. Also the Trustees have decided to set aside

PRIME TIME KIDS CLUB

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

£1,000 towards decoration costs in 2022 or 2023, this means that the free reserves available to the trustees are £27,900.

Reserves Policy

The Trustees have agreed a Reserves Policy which they review each year and note any progress towards meeting the target level of reserves. The main consideration in setting the level of reserves required is the moral commitment the Trustees have to the long term welfare of the children cared for. For 2020-21 they have agreed the following statement for the Annual Report:

Prime Time Kids Club has a commitment to the long term welfare of the children it provides care to. Finding appropriate out of school care in the local area is not easy and may take parents and carers up to three months to find. Therefore if Prime Time had to close then the Trustees would wish to give parents and carers a minimum of two months' notice, and ideally three months notice, so that they can find appropriate care for their children. At 2021-22 costs the Trustees estimate they would need £22,800 to cover the costs of staying open for two months and £27,900 for three months, including any closure costs. At the end of this financial year the charity had £27,900 in free reserves. This is equal to the upper target therefore the Trustees can continue to provide parent/carers with at least 3 months' notice if they decide that Prime Time has to close.

Trustees Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law.

Approved by the Trustees on 8 February 2022 and signed on their behalf by:

Vicki Limbrick
(Vicki Limbrick, Chair)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 AUGUST 2021**

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 31 August 2021.

As the charity trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

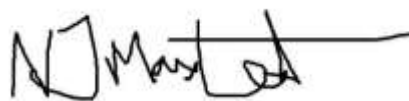
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature:



Date: 18/03/2022

Max Maxted

12 Tuckers Mill Close, Stoborough, Wareham, Dorset, BH20 5BS

PRIME TIME KIDS CLUB

**RECEIPTS AND PAYMENTS
FOR THE YEAR TO 31 AUGUST 2021**

	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Receipts				
Childcare fees	22,339	-	22,339	32,965
Fundraising	0	-	0	36
Donations	61	-	61	28
Grants	34,850	500	35,350	18,904
Sundry	21	-	21	-
Total receipts	57,271	500	57,771	51,933
Payments				
Staff	46,288	-	46,288	44,410
Rent and services	1,530	-	1,530	0
Insurance	603	-	603	573
Phone	320	-	320	371
Fees	872	-	872	719
Bank charges	171	-	171	199
Training	211	-	211	535
Resources	432	-	432	352
Equipment	281	-	281	351
Stationery/postage	151	-	151	156
Food	458	-	458	814
Building repairs, etc.	95	-	95	48
Cleaning materials	604	-	604	656
Trips/activities	0	-	0	406
Staff travel	0	-	0	0
Childcare fee refund	1,937	-	1,937	233
Sundry	60	-	60	10
Total payments	53,463	550	54,013	49,833
Net of receipts/(payments)	3,758	-	3,758	2,100
Transfers between funds	-	-	-	-
Cash funds last year end	31,624	-	31,624	29,524
Cash funds this year end	35,382	-	35,382	31,624

PRIME TIME KIDS CLUB

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD
AS AT 31 AUGUST 2021

		Unrestricted funds to nearest £	Restricted funds to nearest £
Cash funds	Bank account	35,282	-
	Petty cash	100	-
	Total cash funds	35,382	-

		Due	
Other monetary assets	Childcare fees owed	3,412	30/09/2021
	HMRC	235	30/09/2021
	Total	3,647	

		Due	
Liabilities	Childcare fees in advance	682	
	HMRC	1,245	30/09/2021
	Pensions	407	10/9/2021
	Copying (estimate)	300	31/10/2021
	Post/stationery	38	30/9/2021
	Heating/lighting/waste/rent (estimate)	2,244	31/10/2021
	Total	4,916	

Approved by the Board of Trustees on 8 February 2022 and signed on its behalf by

Vicki Limbrick
(Vicki Limbrick, Chair)

PRIME TIME KIDS CLUB

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

The financial statements of the Charity have been prepared in accordance with the guidance of the Charity Commission using the Receipts and Payments basis.

a) Basis of accounting

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £.

2 Grants

	£
Wareham Town Council	550
Woodward Trust (restricted to Summer Scheme)	500
HMRC (Coronavirus Job Retention Scheme)	12,414
Dorset Council (Coronavirus Discretionary Grant)	15,486
Dorset Council (Early Years)	6,400

3 Unrestricted funds

	Balance 31/8/20 £	Balance 31/8/21 £
General Fund	25,992	24,258
Designated fund (Decoration)	1,000	1,000
Designated fund (Liabilities)	4,632	4,916
Designated fund (Sustainability)	0	5,212
	<u>31,624</u>	<u>35,382</u>

Purposes of Funds

General fund – The 'free reserves' after allowing for all designated funds.

Designated fund (Decoration) – Internal painting of setting in 2022 or 2023

Designated fund (Liabilities) – To cover the liabilities due within 3 months of year end

Designated fund (Sustainability) – Sustainability grant carried forward

4 Transactions with Trustees and Related Parties

During the year £nil (2020: £nil) expenses were reimbursed to the Trustees.

Mrs Sally Brookes is employed as a part-time Playworker and is the wife of a Trustee, Mr Kevin Brooks. She was appointed by competitive interview and permission was obtained from the Charity Commission for her to be employed as a connected person to a Trustee. Mr Kevin Brooks does not take part in any discussion or decision on rates of pay or staff conditions of service and benefits. This year she was on furlough for part of the year and so was paid a total of £5,401 (2020:£5,735) gross in salaries through PAYE and in employer pension contributions.

5 Loans

During the year the CIO did not have a loan in place and:

- no one agreed to pay a loan if the CIO could not ('under guarantee')
- no loan was secured against the CIO's assets