

# Playscape

## Welcome Pack Holiday Playscheme

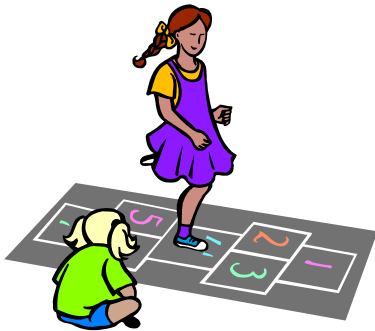
Times of session (10am-4pm)

Cost £30 per session  
Summer Club will run for 4 weeks commencing on Monday 15<sup>th</sup> of July – 9<sup>th</sup> of August.

### Contact

Ellie/Fiona

teamleader@directchildcare.co.uk



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Dear Parents / Carers

**Welcome to PlayScape – We hope your child will enjoy his / her time at the club. This welcome pack is designed to provide you with important information concerning the running of the club. We operate to agreed policies and it is important that parents / carers read and understand these.**

**The following pages outline our club giving full details of our service.**

## Mission Statement

**To provide safe, enjoyable play during school holidays with a registered care service in a relaxing and stimulating environment for primary school aged children with learning and/or communication difficulties or additional needs.**

## Our club aim's to:

- **Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.**
- **Help children to develop responsibility for themselves and their actions and to become competent, confident and independent and cooperative individuals.**
- **Encourage children to have a positive attitude and respect both themselves and other people.**
- **Promote a positive relationship with parent/carers and work in partnership with them to provide high quality play and care for their children.**
- **Undergo regular monitoring and evaluation of our services to ensure that we meet the needs of children and parent/carers.**

## Our club is committed to meeting the needs of parent/ carers by:

- **Listening and responding to their views and concerns.**
- **Keeping them informed of our policies and procedures including opening times, fees and charges and programs of activities.**

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- Sharing and discussing their child's progress, achievements, experiences and friendships along with any difficulties that may arise.

## Our club is committed to providing:

- Care and services that put the needs and safety of children first.
- A program of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development and confidence.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained, and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

## Protocols and strategies

Each child is treated as an individual; therefore each child's care plans are based on the information that is collated prior to their club starting. It is paramount that if your child has any protocols or procedures in place that these should be shared with the club. This supports the staff and your child to make the most of their experiences with us. It also ensures that there is continuity within the care that is provided. Parents are asked to read and sign a copy of their child's care plan on their child's first day at club to ensure that the information that we have collated is accurate.

*Please ensure that the child profile is completed as fully and honestly as possible and that any protocols and plans are provided to the manager with your child's profile. If required, (with your permission) the manager may require to speak other professionals involved in your child's care to collate additional information to support your child's needs.*

## Staffing

All our staff are checked by the Protection of Vulnerable Groups Scheme and are qualified and / or experienced, and regularly undertake training to update their knowledge and skills.

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There will be an open day prior to each holiday session where parents and carers will get the opportunity to meet some of the staff.

There are trained members of staff on site per day including a senior who will oversee the running of the club on a daily basis.

## Lunches and Refreshments

Parents / carers should supply their child with a light healthy snack for the afternoon and a packed lunch. In an attempt to ensure that dietary requirements / allergies are addressed please could we ask that the following items are not included in the children's lunch boxes; fizzy drinks, nuts, sweets and chocolate. All lunch boxes should be clearly labeled with the child's name.

## Medication

Staff will only administer prescribed medication on the written consent of the parent/carer. Medicines must be in original packaging with child's name and dosage clearly marked. All medication should be handed to a staff member at the start of the day and signed in and signed back out at the end of the day, at no time should medication be left on club premises. All medication administered will be double signed by 2 staff members.

## Illness

Any child who appears to be suffering from an infectious or contagious illness or disease will be sent home from the club and should be kept at home until 48hrs have elapsed since the last outbreak or a doctor has certified in writing that he / she is fully recovered.

The senior worker should be notified at the earliest convenience if a child will not be attending due to illness. This allows us the time to offer the place to another child.

## Clothing

Children attending the club must be dressed appropriately for all weather's; this includes footwear, jackets and sun hat. We do have access to the play grounds at the school and there will be outdoor activities provided.

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Please ensure that you apply sun-cream to your child prior to coming in and pop some in their bag for the day. Parental permission for staff to apply sun-cream will be given prior to your child attending club. Parents should include a spare set of clothes within their child's bag and be made aware that there is a vast amount of messy play and arts and crafts available for children daily, this may result in your child's clothes becoming dirty during playscape.

## Drop off and Collection

The club will open at 10am, parents / carers will be required to sign their child in and out at the start and end of each session. Parent/carers will also be asked to state who will be collecting their child at the end of the session. If this changes throughout the day you should contact the senior worker on the club mobile phone prior to 4pm. You will be asked to provide a safe word, the person collecting your child will be asked to provide the safe word when they collect your child. All children are to be collected either on or before 4pm.

## Daily communication letters

Each child will have a daily communication letter, this will be completed by staff throughout your child's day at playscape and taken home at the end of the day. The daily communication letter is used by staff to inform parents/ carers what their child has done during the day, what they have eaten and if they have been to the toilet. Staff will inform parents verbally of activities that the child has done throughout the day, but we felt this was a great for parents to refer back to once they were home.

## Policy Summary

A wide range of policies are in place to ensure a high quality of service is achieved at all times. All policies are reviewed annually, a full copy of these are available on request.

- Cultural and religious diversity

The club and staff are committed to embracing the cultural and religious diversity of the families that use our service. PlayScape aims to practice equal opportunities in all areas of our work to ensure that no child or adult is

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discriminated against because of gender, marital status, nationality, age ability or orientation.

- Child Protection

All staff have received up to date training regarding child protection. All Child Protection issues will be reported to the manager or Social Services whichever is deemed appropriate in the circumstances.

### Health and Safety

We ensure that a First Aider will be on duty in the club at all times. All accidents are recorded in an accident/incident book that parents are required to sign when their child is being collected at the end of the day. There is a First aid kit on site. All staff present are aware of the Fire safety procedures and daily checks are undertaken.

- Complaints procedure

Complains can be made directly to the Senior Worker. Alternatively you can contact the Childcare Service Manager or the Care Inspectorate

<b>Playscape - CONTACT DETAILS</b>	
Direct Childcare office	01463 715856
Childcare Services Manager	07935 959032
Out of Hours Number	07716 779907
Registration Number	CS2005088476
Care Inspectorate	01463 227630
Club number Raigmore	07546521686
Club number Kinmylies	07743332702
Club number Cawdor	07546517935