



## **PLAYSCHEME**

### **NEW PARENTS INFORMATION PACK**

Dear Parent/Guardian,

Thank you for sending your child to our Holiday Playscheme. Here are some further details and information:-

#### **About us:**

The Playscheme has been running for over 10 years now and has always complied with OFSTED regulations and improvements. All our members of staff are CRB checked and hold a qualification in Play Work. At present, OFSTED encourage more 'Free Play' amongst children, however, we do offer more structured activities for the children if they wish to do so. We understand that every child is different and has different play needs. We utilise our staff and areas to enable each individual to have a fun filled play day!

#### **OFSTED:**

The Complex is registered with OFSTED (220132). We conform to all legislation concerning the Children's Act 1989, the Day Care Standards and the Data Protection Act, 1999. For information of our policies and procedures please ask at reception.

#### **Arrival/Departure:**

Please arrive between 8:30 and 9:00am. If you shall be dropping off your child any later than this or picking them up any earlier please inform the Complex. Children who shall be picked up by any other member of your family (excluding Mum and Dad) or a friend then you must let us know in writing.

#### **Age Groups:**

During the Easter and Summer Playscheme we split the children into three groups. There are the 4-5 years, 6-7 years and 8-12 years. Ratios are 1:8 for under 8's and 1:10 for over 8's. If you would like siblings to be together we can try and accommodate this. Also, if your child has just turned 6 for example, but you feel it would be best for them to be in the 4-5 years then we can accommodate this too.

#### **Day Trips:**

Each week during the Holiday Scheme we go on a Day Excursion (October and February in house Activity). These trips have included Cadbury's World, Twycross Zoo, Woburn Safari Park, Drayton Manor, Gulliver's Land, Snibston Discovery Park and Everdon Outdoor Activities Centre. Day trips apply a ratio of 1:4 for the under 8's and 1:5 for the over 8's. Day trips will be announced soon after the previous Playscheme. At the moment we use Ausden Clark Coaches for the trips. Day trips have always been successful and everyone has a fantastic time.

#### **Valuables:**

We strongly state that we DO NOT TAKE RESPONSIBILITY for any valuables brought in and lost, stolen, broken etc. We will of course encourage that none of these events occur, however, with new game consoles our proving very popular, games often become lost, mixed up etc. We do not discourage your child bringing them in, however we do like to impose a time limit on how often they use them.

**Medication:**

If your child takes medication of any sort during the day then you **MUST** fill in a medical form. The children must self-administer any medication and no medication should be left with us overnight.

**Clothing:**

We paint, play with water, go outside on the field and experience all weathers. Please bring suitable clothing which could get messy or adaptable to weathers. A spare set of clothing is encouraged. Also bring suitable footwear, trainers advised.

**Food and Drinks:**

Please bring a packed lunch with plenty of drinks. Lunches are kept in our cold store cupboard to comply with food hygiene legislation. We do provide drinking water except on the day trip so please ensure your child is well stocked up with fluids. The Complex does have vending machines but if your child brings money in, we advise they give it to their leader on arrival. During the summer it is likely we will have a healthy week discussing areas of healthy eating and exercise which is likely to involve fruit tasting. Please inform us if your child is allergic to anything!

**Face Painting:**

We do have face paints on site. If you do not want your child to have their faces painted then please let us know.

**Behavioural Policy:**

The Complex has a behavioural policy comprising a set of rules which both the staff and children are to follow. These are discussed regularly throughout Playscheme. All children will be treated equally and fairly. Children do have 3 warnings which include sitting out of the group, sitting down the office, then a discussion of calling the parent. If, for any reason, the children go beyond the rules laid down, parents will be phoned immediately. As children are regularly reminded of the rules it is rare that we have issues like this.

**Thank you for your time. We look forward to meeting your child and providing excellent care for both them and yourselves.**

Moulton Sports Complex ☺

