



Parent Information Pack



Welcome to PlayZone Kids Club!

PlayZone Kids Club Ltd offers childcare for 4–11-year-olds before and school and during the school holidays.

We intend to create a warm and friendly place which the children look forward to being a part of.

Aims and Objectives

- To provide good quality childcare before and after school and during the school holidays
- To offer a wide variety of activities for the children in our care. These will range from several organised activities such as art and craft, themes for special occasions, cultural festivals and playground equipment, to a selection of play equipment, games and toys available on a daily basis.
- To provide suitably qualified staff who will ensure the safety of your children whilst in our care. A member of staff trained in first aid is on site at all times. To operate at a 1:10 ratio of staff.
- To offer staff training to all staff members.
- To strive to promote ethnic and gender equality, giving the children the opportunity to participate in the activities of their choice. We will avoid stereotyping.
- To provide parents with peace of mind, knowing that their children are being offered quality care in a homely environment.
- To ensure our policies and procedures are followed and assessed for their effectiveness
- To provide a safe, secure and creative environment for children to develop emotionally, physically, intellectually, creatively and socially.

A day at the PlayZone Kids Club

As each child arrives, they will be welcomed into the club and their attendance logged into the registration log for fire drill purposes. School bags and coats will be hung up. Each EYFS (Early Years Foundation Stage) child will be given a peg. Older children can use the cloakroom and shelves.

Term time the gate will be closed at 8 30 we cannot except children after this time.

Money/Mail

Any money or letters, for example replies to school letters etc should be kept in the child's belongings.



Medicine

If a child requires prescribed medication the parent/carer is required to complete a medication consent form. Please download the consent form from our website or email enquiries@playzonekidsclub.co.uk for a copy.



No Prescribed drugs or any other medicine will be administered during club times apart from inhalers and epi-pens or antihistamines and long term prescription medication.

Activities

The children have a range of both stimulating and quiet activities to choose from. Children are encouraged to help plan all our activities including multicultural activities craft drama and construction & lots of outdoor play.

Refreshments

A healthy snack is provided after school.



After school clubs

Playzone staff can collect children from any clubs provided by school.

Leaving the club

When parents arrive to collect their children the staff sign the child out in the registration book with the time of departure. If at any time the child has had an accident it will be reported to the parent at this time. The accident will be logged in the appropriate book and countersigned by the parent.

Alternative Adult collecting the child

If the child is going to be collected by an alternative adult, this instruction must be given when the child is dropped off in the morning or by telephone during the day. All parents/carers should provide PlayZone with two emergency contact numbers, these should be written on their registration form we must **insist** that all contacts are able to collect children in an emergency.

Dissatisfaction

If any parent is dissatisfied with any service provided by the club, they should report it to the Play leader or Directors. If you still feel that you have a grievance then you should inform Ofsted



Early Years, Piccadilly Gate, Store Street, Manchester. M1 2WD.Telephone; 0300 123 1231

Activities

The children will have a choice of activities. The staff will plan different programmes of activities for the children. Sometimes these will be connected with special events such as Christmas, Easter, Mother's Day, Father's Day, and Bonfire Night.

There will always be:

- Television and DVD equipment
- Arts and Crafts
- Outdoor game provisions (equipment)
- Indoor games
- Construction



Child Induction

All staff will be aware of the child's individual needs at any one time.

Staff will be aware of a settling in period and will try to help by showing the child all the activities within the club. The Play Leader will liaise with parents/guardians and Early Years Foundation Stage (EYFS) children will be allocated a Key Person

The key person for your child can be contacted by telephone at the club, or by email: keyworker@playzonekidsclub.co.uk and through the Famlyapp

Children will be allowed to integrate at their own pace and not forced to comply with activities.

Admission Policy

All children attending Langtoft School are eligible to use the club before and after school and during the school holidays. Priority will be given to siblings and to anyone requiring a full-time place.

We will endeavour to accommodate anyone requiring a permanent part time place. However, these places will be subject to review should permanent full time places be required.

There will be a waiting list once all places have been allocated which the play leader will hold. The list will be administered in date-registered order. The number you hold on the list will depend on the date you registered your place, rather than the date you require the place.



EYFS Policy

Playzone can accommodate children from when they attend Langtoft Primary School Foundation stage class. However, it is important that the needs of these very

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young children are met appropriately for their stage of development

Activities are adapted to suit the younger children which will help them to achieve their “Early Learning Goals” in the areas of **Learning in accordance with EYFS.**

Outdoor Play Policy

It is our policy to encourage Outdoor Play. Staff will do a daily risk assessment of outdoor areas including Play Equipment and Playground. Children are chosen to do their own risk assessments of the play areas outside using pictures. Concerns will be reported to the school. The school gates must be closed when the children are outside, parents must park in the Pavilion car park and are not permitted to park in the school grounds. Staff will ensure the gate is closed before taking the children outside.

School staff are also reminded to close the gate. Children are discouraged from playing near to the school gates and on the car park. A First Aider will be in attendance at all times when the children are playing outside.



Sun Awareness Policy

The Sun Awareness Policy is considered when planning all outdoor events. Children are required to wear clothing that covers as much skin as possible. Vest or sleeveless tops do not offer enough protection and are therefore not recommended. Children are required to wear hats. Children who do not have appropriate hats or outdoor clothing are asked to play in the shade. Children and staff are encouraged to wear close fitting, wrap around sunglasses.

SPF15+ water resistant sunscreen is available for staff and children's use. Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if outside for long periods



Health Policy

Allergies/Special Needs

Any special needs should be recorded. Dietary requirements can be catered for. See a senior member of staff for details. Allergens are always clearly labelled on our snack board. Prescribed drugs can only be administered on the written authority of the parent/guardian who will be required to complete a medication consent form. Children with asthma will have access to their medication at all times.

Illness

Parents must not send children to club if they are poorly or has any symptoms of coronavirus covid19

- a new continuous cough

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- a high fever
- loss or change of taste or smell

If your child becomes ill whilst at the club, one of the staff will contact you immediately to advise you.

It is essential therefore that the club has up to date information and **suitable** named contacts on your registration form in order for us to be able to contact the parents during club hours. The club reserves the right to take the child to hospital in an emergency and in the event of parents/carers not being available.

Sicknesses, Accidents, First Aid and Emergencies

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the registration form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered.

In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

Exclusion Procedure for Illness/Communicable Diseases

If your child is ill, please do not bring them into the club. Exclusion for sickness is 48 hours.

Notification of Exposure to Infectious Diseases

This will be done in the form of an emergency email, newsletter and information on the notice board.

Healthy Eating Policy

Any specific dietary requirements of the children will be adhered to e.g. vegetarian.

All allergens are written on our snack menu
The Club respects that many cultures have religious grounds for not eating certain foods. Others avoid certain foods for moral, ethical or health reasons.



Breakfast Policy

Children can have a healthy wholegrain breakfast.

Behaviour Policy

We aim to encourage self-discipline in the children and develop their consideration for each other, their surroundings and property, by praising them and giving



acknowledgement of their positive actions and attitudes. In this way we hope to ensure that the children see that we value and respect them.

Club rules are concerned with safety, care and respect for each other. Children will be expected to abide by our rules.

Positive behaviour will be praised, and each child starts every day with a 'clean slate'. Rewards are given in the form of star charts or similar but are not taken away for bad behaviour.

Staff will attempt to focus directly on positive features of the child's behaviour.

Under no circumstances will we accept any member of the club physically or verbally abusing any other club member.

Clear boundaries are set so that children can develop in a safe and secure emotional environment. Any child that is disruptive or aggressive in their behaviour will be asked to move away from the group.

If a child is persistently disruptive or aggressive, a timeout system is used for up to ten minutes. If no improvement is shown the parents/carers will be invited to co-ordinate behaviour with the play leader.

If, after the parent's involvement, there is still no change in behaviour, the parents may be called to collect the child. This could lead to the child being dismissed from the club on a permanent basis as per our Suspension and Exclusions Policy.

If a child is consistently behaving in an unacceptable manner, we will discuss this with the parents. If this fails, the child may be dismissed from the club.

The code of behaviour is discussed in the club from time to time to reinforce rules to the children and to help self-awareness.

Anti-Bullying Policy

Our provision is committed to providing a caring, friendly and safe environment for all children. Any child in the club reporting an incident of bullying must not be ignored. The club has a duty to all children to respond promptly and all incidents to be dealt with effectively. The child and parents will be informed that this is being taken seriously and an investigation is to be carried out.

The bullied child should be reassured that it isn't their fault.

We will establish the facts surrounding the allegations and ensure that each of the parties are treated alike and dealt with separately.

Parents of the bully and the bullied, key person and the children should be involved in any decision making or action that is taken.

As part of our Behaviour Policy certain types of behaviour are unacceptable and this includes bullying and it will not be tolerated whether it be verbal, physical or emotional abuse. The procedure on the Behaviour Policy will be followed if an incident of bullying occurs in the club.

Everyone involved in the club is responsible for making sure that bullying doesn't happen and if it does occur, then it is their responsibility to inform a member of staff immediately.



Suspending or expelling a child from the setting will be a last resort and marks the seriousness with which an episode of bullying is viewed. If necessary and appropriate the police will be consulted.

Safeguarding Children

We work in accordance with The Children Act 1989 Lincolnshire Area Child Protection Committee Code of Practice.



- Welfare of the children attending this group is paramount.
- All staff will be aware of child protection procedures.
- The responsibility for child protection issues within the club lies with the Directors
- Details of the club's child Protection Procedures are available from the club.
- The Directors will be responsible for making a referral to Social Services, Police or NSPCC.
- All child protection concerns will be strictly confidential shared only with those who need to know.
- Advice about concerns can always be sought from Social Services/Lincolnshire Area Child Protection Committee by contacting:

Police Central Unit 0300 1110300
Lincolnshire Safeguarding
Children Board 01522 782111
Out of Hours 01522 782333

The child's welfare is paramount, and any suspicions of abuse should be dealt with immediately.

Where an allegation is made against a member of staff, then the action that will be taken is set out in the Child Protection Procedure.

All staff will attend Child Protection Training and prevent duty training.

The full policy is available on our website: www.playzonekidsclub.co.uk

Staff

- Playleader – Dorinda Unsworth
 - o Behaviour Management Practitioner
 - o Health & Safety Officer
 - o Nominated person for Safeguarding

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- Deputy playleader - Tracey Flatters
 - o Nominated person for safeguarding
 - Playworker Ann Needham
 - o Nominated person for SENCO
 - o EYFS Co-ordinator
 - Playworker –Sharon Adams
 - Playworker – Natalie Warner
 - Registered Person - Sandra Seal
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- All staff will satisfy any DBS and health checks. References will be obtained before an offer of employment is made.
 - Staff mobile phones are to be kept in the office at all times and only to be used with permission from a supervisor.
 - Everyone will be treated with respect and equality and under no circumstances will staff physically or verbally threaten a child. In doing so the staff member will instantly be dismissed.
 - All information will be treated in confidence.
 - Staff will abide by all aspects of safety and report any problems that arise. Club policies will be read by all staff regularly and dated and signed that they have done so.
 - Staff will ensure that all children are greeted warmly and provided with a safe, stimulating, and homely environment. In or out of the building, the children will be supervised at all times.

Directors

Dorinda Unsworth

Sandra Seal

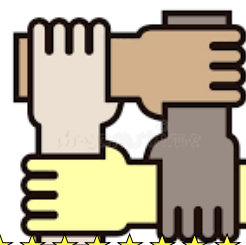
In the event of dissatisfaction please contact the directors.

Equal Opportunities

The aims of PlayZone are:

1. To ensure that all the children are welcomed to the club and given the care they are entitled to.

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2. To create a positive awareness that everyone is valued as an individual.
3. To raise self-esteem in all children.
4. To ensure that the ethos and atmosphere of the club fosters the respect that is offered to all the children, irrespective of culture, gender, age or ability.
5. Discriminatory language or behaviour is unacceptable and will not be tolerated.

Play leaders should be aware of and sensitive to, the many beliefs and customs practiced by the cultural groups that may be represented at the club. All staff has a responsibility to be seen to be transmitting values of equality and justice. We strive to promote gender equality and all activities are offered to both boys and girls. Staff will avoid stereotyping and all children will be given equal opportunities to participate in activities of their choice

Special Needs

This club recognises that all children have a right to play and that those with special needs may require support in order to participate fully.

A named member of staff will have the responsibility for co-ordinating the service offered to a child with special needs and liaise with other agencies when necessary. In order to achieve this we aim to foster an environment where children with disabilities are:

- Seen as children first.
- Fully accepted and integrated.
- Encouraged and enabled to be independent as possible.

To meet the individual needs of children with a disability will involve looking at issues surrounding:

- Access
- Activities (planning and adapting them)
- Staffing levels – making sure they are adequate
- Training – strategy as required
- Resources and equipment
- Challenging stereotypes and promoting positive attitudes amongst children and staff.

Electronic Equipment

The club prohibits the use of cameras, camcorders, mobile phones or any other medium used to make still or moving images without the consent of the Play Leader.

Anyone entering the premises may be asked to surrender their mobile phone /camera into the office until they leave.



Fire

Fire drills should be practiced so that all staff and children are



aware of the procedure i.e. routes to be varied and on different days of the week to cover everyone.
Drills will be carried out at least once a term.
The register, contact list, telephone and first aid box to be easily available at all times so these can be taken out
All fire and exit doors to be kept free of obstructions and to be kept shut. Except the side entrance
Any recommendations made by the Fire Prevention Officer must be carried out and adhered to.
All firefighting equipment on site must be regularly checked and the date recorded.



Smoking & Vaping

There is no smoking or vaping allowed on the premises.

Fees

Invoices issued monthly at the beginning of the month. Payment is required in advance. Parents agree to a one-off registration fee of £15.00 per child.
Payment is preferably received online and made payable to PlayZone Kids Club Ltd.
Delay in payment of fees will result in your child being refused entry into the club.
Term time bookings are fixed until terminated in writing, giving at least one month's notice. Places will be charged at full rates even if the child does not attend the session.

Holiday Care

Places can be booked prior to school holidays. Once booked, sessions will be charged at full rate even if your child does not attend unless 5 working days' notice is given.

Late Pick Up – After 6pm

We understand that there will be occasions where issues have held you up and hope that you can arrange alternative adult pick up to avoid running over the **6pm** finish. Please advise the club accordingly.

To discourage late pick up, we would introduce a penalty of £10.00. The penalty will be charged for each 15-minute period over the 6pm finish time. This is to contribute to the overtime payment we will need to make to our staff for working late.

Visitors

All persons visiting the club at any time e.g., tradesmen must report to a member of staff.

Visitors will be requested to sign into the club on arrival and sign out on leaving and Visitors will be asked to place possessions including mobile phones in the office.

Volunteers

Are encouraged at the playleaders discretion and are never left alone with children.

Accident Reporting

Our members of staff hold a first aid certificate, so in the event of an accident, there are always First Aiders on duty.

All accidents or incidents will be recorded in the staff incident book and signed by a member of staff. Details of the occurrence, action taken and all details will be reported to the play leader, who will take appropriate action if necessary.

If necessary, the play leader will contact the parent/guardian of the child concerned to advise them if early collection is thought necessary. Please put emergency contact numbers on the registration form. If the emergency services are needed, the play leader will organise a copy of all details relevant to the incident to accompany the child.

Parents will receive from a member of staff a full account of any incident involving a child and will be requested to counter-sign the incident book to confirm this.

Partnership with Parents/Guardians

PlayZone Kids Club Ltd welcomes input into the club from any parent/guardian. Queries or questions in the first instance should be addressed through the play leader.

Parents will receive a regular newsletter of forthcoming activities and news.

Parents can contact PlayZone kids club ltd by

Telephone 01778348423

Mobile 07858252207

Email enquiries@playzonekidsclub.co.uk



Suggestions and Concerns

Any suggestion or concern that a parent may have about PlayZone Kids Club Ltd is welcomed and encouraged.

It should be raised with the play leader or registered person, who will act upon it accordingly.

All suggestions and concerns will be taken seriously and positively. A suggestion box can be found inside the club.

All staff, parents and children have the right to be consulted and are free to express an opinion and have that opinion taken into account.

Alternatively, you can contact Ofsted Early Years, Piccadilly Gate, Store Street, Manchester. M1 2WD

Tel: 0300 123 1231

Agreement and Club Rules

General Information

PlayZone Kids Club Ltd is registered on both the Early Years register and The Childcare Register.

PlayZone Kids Club Ltd provides after school activity for children aged 4-11 years of age in a safe, happy environment, supervised by professional, experienced staff.

The varied but limited programme during this time; includes arts, sports, recreational and educational activities. A quiet area is set aside where children can read, rest or complete their homework.

Children are supervised by club staff at all times during club hours, until they are collected by their parent (or named substitute). The parent/guardian must give **WRITTEN** permission if they wish a child to go home unaccompanied (yr. 6)

Children eligible to join PlayZone Kids Club Ltd during term time are:

- 4-11-year-old pupils attending Langtoft School.

Places can be booked for regular use on one or more days per week, OR (subject to available places) occasional/one-off bookings may be made (see fees)

PLEASE NOTE:

The Registration form contains an **AUTHORISATION** giving the Play Leader permission to act “in loco parentis”. **IF THE PARENT/LEGAL GUARDIAN CANNOT BECONTACTED IN TIME**, the Club Organiser will invoke that authority to take action to gain appropriate medical treatment for the child. **IF YOU DO NOT WISH TO GIVE SUCHAUTHORISATION PLEASE INDICATE ON THE registration form.**

All accidents and emergencies are entered in the Accident/Incident Log.

PlayZone will endeavour to produce documentation in other languages if requested to do so.

PLAYZONE KIDS CLUB LTD CANNOT ACCEPT ANY CHILD TO ATTEND THE CLUB UNLESS A COMPLETED SIGNED REGISTRATION FORM IS SUBMITTED BY THE PARENT/LEGAL GUARDIAN.

PlayZone Kids Club Ltd is registered with Ofsted as a day-care facility providing sessional supervised activities for children under 8 years, for a period of 2 or more hours per day. Further details about Ofsted can be given if required. A copy of the Registration Certificate is displayed on the premises.

PLEASE RETAIN THIS INFORMATION FOR YOUR USE

To contact the club to advise any change in arrangements (e.g. child's absence from the club, likely delay over collection of a child) or for any other reason, please ring the following telephone number:

PlayZone Kids Club Ltd

Tel: 01778 348423

Mob:0785 825 2207

* Where parent has been specified above it is deemed parent/guardian

A copy of this parent pack can be available in any language upon request.