



**Out of school hours children's club
11 Green Lane
Buxton
SK17 9DP
01298 767505/07870221375**

**Out of Schools Hours Clubs
Parent Pack**



**Information for Parents on before/after school
and holiday club care**

How to get in touch

Our Address

Playdays

Green Lane Nursery Ltd.

11 Green Lane

Buxton

Derbyshire

SK17 9DP

Telephone

Please ring the respective club during opening hours i.e. before 9am and after 3pm during term time.

Playdays at Buxton Infants - 07870 221 375

Playdays at Harpur Hill - 07710 848 281

Playdays at Fairfield - 07702 202 243

Playdays at Burbage – 07715661881

Playdays at St Annes- 07714795818

During term time and in between 9am and 3pm you can contact us at Green Lane Nursery on 01298 767505

During the school holidays please ring 07870221375

For account enquiries please email us

E-mail

Playdaysatgreen-lane@btconnect.com

Ofsted Registration Number

Playdays at Buxton Infant School - EY295176

Playdays at Harpur Hill – EY319763

Playdays at Fairfield - EY448521

Playdays at Burbage - EY497373

Playdasy at St Annes – EY536963

About Playdays

Welcome to Playdays Out of School Club. We provide high quality childcare at a reasonable cost within a relaxed but stimulating environment of friendship and creativity. We have four breakfast and after school clubs based in Buxton Infants, Harpur Hill Primary, Fairfield Infants and St Anne's Catholic Primary and an after school club at Burbage Primary.

Playdays is owned and managed by Andrew O'Connor as part of , Andrew set up Playdays in 2004 after establishing a need for quality out of school care in the area. We take childcare very seriously, and understand the trust you place with us when you choose us to look after and care for your children. We have a dedicated team of friendly, highly motivated practitioners, all of whom are CRB/DBS checked and hold childcare qualifications.

Our clubs aim to provide an exciting activity programme that encourages children's play. Children attending should feel confident within the setting to enable them to develop physically, emotionally and socially whilst having the opportunity to explore, discover and be creative. We believe that children should be allowed to play freely both indoors and outdoors, most of all we encourage the children to have fun!

What our Parents and Ofsted think about us . . .

Staff's engagement with parents is outstanding and a major strength of the club.

The hardest part is getting my child to leave at the end of the day.

The range of activities offered are the best I have known from any out of school club.

In particular, parents and carers praise the staff's flexibility. For example, staff take children to other clubs, such as Brownies or ballet classes, and pick them up again afterwards.

Breakfast and After School Club

We have four breakfast and after school clubs, Playdays at Buxton Infants, Playdays at Harpur Hill, Playdays at Fairfield, Playdays at St Annes and an after school club at Burbage.

Our after school clubs provide care from the end of school until 6pm and we offer a superb range of activities including arts, craft, sport, games plus a lots of outside play. We provide daily snacks including fresh fruit, toast, pitta bread, crackers and scones.

Our Breakfast clubs run from 7.45am until school starts and includes cereals, toast, crumpets and a drink, plus a chance to play before school starts.

Playdays at Buxton Infants

Based at Buxton Infant school on Hardwick square. We also provide daily morning drop off and after school collections from Buxton Junior School using minibuses.

Playdays at Harpur Hill

Based at Harpur Hill School in the school Library , access to the club is through the main entrance. Breakfast club operates from 7.30am by arrangement.

Playdays at Fairfield

The club is based in the Bungalow at Fairfield Infant School and includes collections from Fairfield Nursery and Fairfield Junior School.

Playdays at Burbage

Based in the 'room of requirements' the club provides after school care. To access the club walk down the right hand side of the school building into the playground and round to the external door of the room of requirements.

Playdays at St Annes

Based in Father Higgins suite at St Annes School. To access the club come through the bottom gate and up the steps to the top section of the school, the door is on the right hand side and will be marked Playdays.

Pricing

All ad hoc bookings will be charged at an additional 50p

Buxton Infant school, Fairfield and Harpur Hill Schools		Other schools
£5.50	School end to 4.30 pm	£6.50
£7.50	School end to 5pm	£8.50
£9.50	School end to 5.30pm	£10.50
£11.50	School end to 6pm	£12.50
£5.50	Breakfast club from 7.45am	£6 (St Annes £5)
£4.50	Breakfast club from 8am	£5 (St Annes £4)
£3	Breakfast club from 8.30am	£4 (St Annes £3)

The clubs are not registered past 6pm therefore this is the latest you can pick up your child/ren, any late collections will be charged at £30 per 30 minutes.

Bookings and Payments

Parents may choose to book in on a regular basis or for ad hoc sessions using a monthly booking form, however please note that these are charged at an additional 50 pence per session. If you cancel a breakfast or after school club session due to illness, holidays etc. you can 'bank' this time to use for an extra (outside of your regular booking pattern) session. Please keep a note of the date and give this to staff when booking the additional session. We ask that all banked sessions be used within 2 months. Sessions can only be banked if they are cancelled in advance. Please note that permanent cancellation or a reduction in hours require 4 weeks notice.

Please ensure your account is up to date by the end of each month. Bookings will only be taken if your account is clear. Please note that prompt payment allows us to pay the people that look after your child (ren). Invoices are sent out around the third week of each month with 14-day payment terms, therefore we request payment within 14 days of you receiving the invoice. If you have any difficulty paying the invoice then please come and talk to us so that we can arrange re-payments over a period of time. If we do not receive payment in 14 day we will contact you. Invoices that are not paid in full or on time will include a £10 late payment charge. At this stage we will also reserve the right to no longer provide childcare for your child (ren). If payment is still not received then your account will be passed onto a debt recovery agency that will add their fee onto the invoice, which you will also be liable for. There is an annual administration fee of £15, which will be added each year to your October invoice.

Playdays Holiday Club

This is based at Buxton Infant school and has exclusive access to classrooms, the school hall, over 8s recreation room, and a large outdoor play area. A wide and exciting programme of activities are on offer appropriate to the age of the children. This includes day's out, sports, craft, archery, canoeing, orienteering, drama and much more. Flexible hours are offered and care is provided from 8am until 6pm. Age range is 4-14.

Depending on numbers age groups are split into over eights, 6 to 7's and 4 to 5's and are all on a different programme. A more adventurous programme is offered for the over eights, including canoeing, kayaking, climbing, den building, archery and orienteering. Our four mini buses allow us to take the children on regular days out to Chatsworth, Trentham Gardens, Chester Zoo, Cinema, Ice Skating and many other exciting places.

Please note that all Outdoor Pursuits activities are run by Andy O'Connor who is a qualified Instructor working to National Governing Body guidelines. All personal protective clothing will be supplied where applicable.

To book in for any out of school activity you must complete the registration, parental agreement and booking forms. Holiday club booking forms and programmes will be sent out approximately two weeks prior to the holiday starting and will also be available on our website.

Pricing	Sessions	Cost
Standard day	9am – 5pm	£24.00
Breakfast	8am – 9am	£2.50
Late collection	5pm – 6pm	£2
Half day	8am – 1pm or 1pm – 6pm	£16
Whole week	8am- 6pm every day. Inclusive of all trips	£135

Sample Holiday Club Programme

Under 8's Programme

Week 1	8-10am	10-11am	11am-12pm	12-1pm	1-2pm	2-3pm	3-4pm	4pm-6pm
Monday 23 rd July	Breakfast and Room Play	Boat Making	Basketball	Lunch	Boat racing in the pavilion gardens			General Play Outside
Tuesday 24 th July	Breakfast and Room Play	Day Trip - Quarry Bank Mill £11 extra Discover the old mill and apprentice house						General Play Outside
Wednesday 25 th July	Breakfast and Room Play	Fruit Kebabs	Dance	Lunch	Design and make your own Olympic torch		Javelin	General Play Outside
Thursday 26 th July	Breakfast and Room Play	Discover Great Britain – Play fox and the hounds, become a guardsman, take part in a British bake off, enjoy afternoon tea and rival Jessica Ennis in Playdays heptathlon.						General Play Outside
Friday 27 th July	Breakfast and Room Play	Day Trip – Tatton Park Farm, Garden and Park £7 extra Play and meet the animals at Tatton Park						General Play Outside

Over 8's Programme

Week 1	8 -10am	10-11am	11am-12pm	12-1pm	1-2pm	2-3pm	3-4pm	4-6pm
Monday 23 rd July	Breakfast and Room Play	Day Trip – Rock scramble at the Roaches and Tittesworth £4 extra National Trust Number 46 – Try Bouldering						General Play Outside
Tuesday 24 th July	Breakfast and Room Play	I can cook – whip up something tasty and eat it for your lunch			General Play Outside	Hockey	Sheet Hockey	General Play Outside
Wednesday 25 th July	Breakfast and Room Play	Day Trip - Canoeing** £7 extra National Trust no 21 Eat blackberries growing in the wild						General Play Outside
Thursday 26 th July	Breakfast and Room Play	Day Trip – Fornby Beach * £5 extra NT no 12 Hunt for treasure on a beach, no 16, bury someone in the sand, no 37 check out the crazy creatures in a rock pool, no 39 catch a crab.						General Play Outside
Friday 27 th July	Breakfast and Room Play	Archery**		General Play Outside		Geo Caching around Buxton NT no 49 find a geocache		General Play Outside

Please note that due to the costs of running such a club whatever you book is what you pay for, as staffing levels are based on expected numbers. We do require you to let us know if your child(ren) is not attending but you will still be charged for the place. You can book in on a casual basis but you run the risk that we may be full – this is particularly true when we pick your child up as there are limited seats in the minibus.

Early Years Foundation Stage and Information sharing

Until the 31st of August following their fifth birthday children are part of the Early Years Foundation Stage curriculum. Our role is to compliment what your child is learning at school not to reproduce it. We will find out from the reception class teacher the topics that are being taught in class and tailor our activities to help supplement your child's learning. However this will be done through play and not formal learning as we appreciate that parents want their children to come to us to play and not continue their school day. As part of this process we will share information with school to help support the personal, social and emotional development of your child.

Mobile Phones and other Electronic devices.

We have a strict mobile phone policy and personal phones are not permitted under any circumstances. If your child has a mobile phone with them this will be removed and placed in a safe place until you come to collect them. If you need to contact your child while they are at the club please call the Playdays mobile phone.

Please do not allow your child to attend the club with personal electronic devices such as ipads, PSP's etc. they stop children from interacting with each other and we cannot take responsibility for them.

Equal Opportunity Policy

We believe that Playdays should be open to all children, families, and all other adults committed to children's' welfare. We aim to ensure that all who wish to work in or volunteer to help in our setting have an equal chance to do so. Our service will be advertised as widely possible and every effort will be made to accommodate all children's needs. Our aim is to show respectful awareness of all the major events in the lives of the children and families in our care, and in our society as a whole, and to welcome the

diversity of backgrounds from which people come. Without indoctrination of any specific faith children will be encouraged to welcome a range of

different festivals together with the stories, celebrations, food and clothing they involve, as part of the diversity of life. All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.

Playdays recruits and employs staff and we take equal opportunities seriously. We have a legal responsibility to take such steps as are reasonably practical to prevent unlawful discrimination.

Additional Needs Statement

At Playdays we strive to make all children and parents feel welcome and happy. All children will be respected and their individuality and potential recognised, valued and nurtured. We aim to support children with additional needs and work with parents, health care professionals and other agencies

Inclusion Policy

The setting aims to be fully inclusive and adhere fully to current guidelines and legislation. If a child has additional needs then those needs will be discussed with parent(s) and a special care plan put into action. This will include staff training needs, strategies to be put in place and any additional support needed from the local authority, school or other agencies.

Confidentiality

Information on an individual child will be kept in the child's folder. The key person will share information with the parent and then appropriate information with childcare professionals and also staff.

In an extreme case the key person can share information with an appropriate agency or childcare professional e.g. child protection.

Staff will not discuss matters of a confidential nature outside of the club and only amongst themselves if absolutely necessary. Private lives of parents and staff should be kept private.

Quality statement

Playdays believes in providing the best service it can and has a positive outlook to quality. We try to encourage feedback from parents and staff

because we recognise that this is the way we can improve. We have high expectations of the children and staff, maintaining the quality we enjoy.

OFSTED and The Health and Safety Executive (who collectively look at every aspect of the business) will inspect the club regularly and without notice. As part of this process inspectors will talk to children and parents and ask for their opinions on the club. We gather feedback by talking to children and parents, sending out regular questionnaires. We also have a comments box for parents.

Healthy Eating Policy

We provide a snack for children when they arrive at the club, to keep children going until teatime. Our snacks include toast, crumpets, pitta bread, dips, fresh fruit and vegetables, and very occasionally biscuits or party food at the end of term.

Safeguarding Children Statement

We create an environment where children are safe, and build trusting and supportive relationships between families and staff. All staff and volunteers have been vetted through an in depth employment process which Playdays is responsible for. This includes an enhanced disclosure check through the Disclosure and Baring Service, references, interview, observation, induction and regular appraisals.

All staff regularly complete safeguarding training to keep themselves up to date with relevant issues and legislation. As such staff understand that child abuse can be physical, emotional, sexual, neglect or a mixture of these. Changes in children's behaviour and appearance will be monitored and a child incident sheet completed and filed.

Parents/guardians will usually be the first point of reference where there are any concerns about the child or there is a safeguarding issue. The protection of the child is our first priority and we will pass on appropriate information to Social care and Ofsted. If an allegation is made we will automatically pass on information to Social care and Ofsted.

Records of individual children will be kept in a confidential file. All adults working and looking after children in our care are able to put our safeguarding procedures into practice. Playdays will comply with and follow procedures outlined by the local safeguarding children's board in relation to

child protection cases. A copy of those procedures as well as the booklet “What to do if you are worried a child is being abused- summary” is kept on site for staff to refer to.

It is a requirement that a parent/legal guardian gives written permission if anyone other than either parent/legal guardian is going to collect a child. We will only release a child to a named person.

Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everybody knows what is expected of them and ask the parents support us in this. Children are then free to develop their play and learning with the feeling that they are secure and safe. We encourage children to develop self- discipline and self-esteem in an atmosphere of mutual respect.

Ways of encouraging positive behaviour include;

- Praising and reinforcing good behaviour;
- Encouraging sharing and negotiation;
- Setting a good example;
- Consulting with children about ‘rules’;
- Helping children to understand the effects of their behaviour on others;
- Helping children to challenge bullying, harassment and name calling;
- Encouraging responsibility, for example, help with tidying up and looking after each other.
- Reassuring children that they are always valued as individuals even if their behaviour may sometimes be unacceptable.

No form of physical punishment will be used or threatened towards children.

Likewise we expect the same from parents whilst on the premises.

Any behavioural issues will be discussed with Parent(s) and a joint approach to tackling any problem will be developed. As a very last resort you may be asked to find alternative care for your child(ren) if a problem persists.

Tax credits

As part of the Working Tax Credit scheme most working parents qualify for extra help towards the costs of childcare. If you do qualify, the total amount of help you receive will depend on your income but can be as much as 80%.

Log onto www.taxcredits.inlandrevenue.gov.uk or ring the Inland Revenue helpline on 0845 3003900 for more details and eligibility

Please note parents fill in the forms and not us, we will give your child's hours and costs to the Inland Revenue if agreed by you to allow them to calculate the correct amount of credit

Complaints Procedure

If you have a general comment to make then you can talk to the staff member in charge of that particular area or post in the comments box. If you would like to make a formal complaint this can be done either verbally or in writing to the club manager or to Andrew O'Connor c/o 11 Green Lane, Buxton, SK17 9DP. Normally a complaint can be dealt with quickly, however all complaints will be investigated and a response made within 28 days. A serious complaint will also be passed onto OFSTED or alternatively you can complain directly to them in writing to OFSTED early years, Piccadilly Gate, Store Street, Manchester, M1 2WD

The full complaints procedure is available on request.

Medication

We can only administer prescribed medicines for a recognised condition*. The person prescribing that medication can be a doctor or appropriately qualified pharmacist or Nurse. A medical consent form must be signed by a parent/carer, giving full instruction of what medication is to be administered and the time.

Staff must fill in the 'record of administration of medication' and write down the medication, doses and times to be given. Staff must write down the exact times the medication was administered and the dose. When parent/carer comes to collect the medication they must sign the administration record to say what times their child has had their medication.

Please inform us if your child has an infectious or communicable disease as we may have to notify the appropriate authorities. Please also note that if this is the case you should keep your child away from the setting for 48 hours after they become symptom free.

***We can only administer non prescription medication for the relief of pain or fever**

Sun policy - Outside play during warm/sunny weather.

- During warm weather please send your child with a hat. All children must wear a sun hat. Playdays will provide a suitable hat if you have not provided one.
- Children will have access to drinking water at all times.
- The after school club will provide Ambre Solaire high factor children's sun block and this will be applied to all exposed areas of skin before outside play time and at regular intervals according to manufacturers instructions.
- If your child has sensitive skin or cannot use the sun block the Playdays provides then please provide a container of suitable sun block that is labelled with your child's name.

Pictures and Social Media

Pictures of your child(ren) taking part in activities are taken on a regular basis and used for internal displays and EYFS folders.

Playdays also has a facebook account where pictures will be uploaded for parents to access- only friends of playdays will be able to access these pictures.

No pictures will be given to any third party.

If you do not want your child to have their picture taken or used for promotional/social media the please indicate this on the parental agreement contract

Summary

What you can expect from us

We will...

- Provide families with a quality service
- Provide your child(ren) a stimulating and caring environment
- Supply quality staff that are trained above national requirements and are positive role models for children.
- Provide a varied, exciting and challenging activity programme to aid the development of your child (ren).
- Keep families informed of their child's development
- Always treat families with respect and without prejudice
- Always listen to your comments and concerns and deal with any issues promptly
- Uphold consistent and simple rules and promote positive behaviour.
- Discuss any issues with parents to try and form a joint approach to any problem.
- Maintain confidentiality at all times
- Inform families of any illnesses children may have come into contact with at the setting.

What we expect from you

Please...

- Inform us of any change in circumstances, in particular addresses and telephone numbers.
- Support us with regard to behavioural problems so that situations can be improved.
- Do not smoke or swear whilst on our premises
- Pick children up at the agreed time
- Inform us of any changes in hours or cancellations as soon as possible
- Pay your bill on time
- Always treat staff with respect and direct any comments/complaints at the appropriate people i.e. supervisors or managers.
- Inform us of any illnesses etc your child has that may be contagious.

Playdays – Breakfast and After School Club Booking Form

Please note you will be invoiced for what you request on this form . You are booking your child’s place form the date you indicate until the rest of the school year. Any changes need at least one month’s notice.

Name of child _____ School _____ Class _____

Times	Monday	Tuesday	Wednesday	Thursday	Friday
School end to 4.30pm					
S.E. to 5pm					
S.E. to 5.30pm					
S.E. to 6pm					
Breakfast Club 7.30 (Harpur only)					
Breakfast club 7.45					
Breakfast club 8.00					
Breakfast club 8.30					

Name of child _____ School _____ Class _____

Times	Monday	Tuesday	Wednesday	Thursday	Friday
School end to 4.30pm					
S.E. to 5pm					
S.E. to 5.30pm					
S.E. to 6pm					
Breakfast Club 7.30 (Harpur only)					
Breakfast club 7.45					
Breakfast club 8.00					
Breakfast club 8.30					

Date collections to start _____

Signed by Parent/guardian _____

Date _____

Please note that you pay for what you book , whilst we do expect parents to ring to tell us if your child is not attending on a particular night you will still be charged for your child’s place.

Child Information	
Child's Name	D.O.B. Gender M/F
Ethnicity:	
Religion:	
What school does your child attend?	
Address (incl. Postcode)	Home Phone No:
Parent Information	
Parent/Guardian 1 (at above address) Name:	Title:
Home Phone No:	
Workplace No:	Mobile:
Email:	
National Insurance No:	
Parent/Guardian 2 Name	Title:
Address if different from above (incl. Postcode)	E-mail
Home Phone No:	
Workplace No:	Mobile:
Email:	
National Insurance No:	
Who has legal responsibility for this child:	
Please indicate who to send invoices to:	

Emergency Contacts Details

In an emergency, we will usually contact the parent/guardians . If we are unable to reach them, we will contact the emergency contacts listed below, please list them in the order you would like us to contact them.

Emergency Contact 1

Name:	Relationship to child:
Home phone:	Work phone:

Emergency Contact 2

Name:	Relationship to child:
Home phone:	Work phone:

Emergency Contact 3

Name:	Relationship to child:
Home Phone:	Work Phone:

Collections – Permission for the following people to collect your child

Name:	Relationship to Child:
Name:	Relationship to Child:
Name:	Relationship to Child:
Name:	Relationship to Child:

Medical Information

Doctor:	Address
Phone No:	

Allergies, dietary requirements & medical conditions – Please let us know if your child has any allergies or medical conditions how it affects them and what medication they are taking.

Please indicate whether your child can have hypoallergenic plasters Y/N

Immunisations & Vaccinations – Please give details of what your child has been given:

Playdays Consent Form and Parental Agreement Contract

Off Premises Emergency Consent

Playdays will regularly take the children out for walks and outings,
 I /we agree that my child can be transported in the following ways
 In the playdays minibus with a 3 point seat belt and a suitable child seat
 In the playdays minibus with or booster or suitable child's car seat
 or to travel by public transport.
 I/we agree to our child(ren's) being taken on these outings and for playdays to, in the event of an
 emergency carry out medical treatment in my/our absence.

Please circle

Yes/No

Medical

I/we agree to cover all wounds when my child(ren) attends Playdays to prevent the risk of infection
 and risk of cross contamination. I consent to staff dressing/re-dressing wounds with dressings and
 hypo-allergenic plasters unless I have indicated an allergy on my registration form

Please circle

Yes/No

I/we give permission for staff to apply high protection sunblock to my child(ren), I will inform staff if
 I need to provide specific sun block for my child(ren).

Please Circle

Yes/No

I/we understand that Playdays cannot cater for sick children, I will not bring my child if they are ill
 and will collect them if they become ill whilst being cared for. I also understand that Playdays can
 only (normally) administer prescription medicines and I understand that I must sign a consent form
 for this to happen.

Please circle

Yes / No

Safeguarding

I / we agree to inform Playdays of any changes in family circumstances that may affect the
 safeguarding of my child(ren). *Please refer to medication policy

Please circle

Yes/No

Image Consent

I/we consent to my child(ren's) photo being taken and used by staff and students for general purposes
 at Playdays

Please circle

Yes/No

As part of our website, social media page and advertising, we will be including a photo gallery to show
 people the range of activities we do at Playdays. This will be updated regularly with photographs. .
 I/we consent to my child(ren's) photo appearing on the Playdays website and for advertising
 purposes.

Please circle

Yes / No

I/we consent to my child(ren's) photo's occasionally being used in the media for publicity purposes.

Please circle

Yes / No

Payment Terms

Please note that prompt payment allows us to pay the people that look after your child (ren). Invoices are sent out with 14-day payment terms, therefore we request payment within 14 days of you receiving the invoice. If you have any difficulty paying the invoice then please come and talk to us so that we can arrange re –payments over a period of time. If we do not receive payment in 14 day we will contact you. Invoices that are not paid in full or on time will include a £10 late payment charge. At this stage we will also reserve the right to no longer provide childcare for your child (ren). If payment is still not received then your account will be passed onto a debt recovery agency that will add their fee onto the invoice, which you will also be liable for. There is an annual administration fee of £15, which will be added each year to your October invoice.

I/we agree to the above payment terms.
 I/we agree to give one months notice of my child(ren) leaving Playdays and of cancelling sessions.
 I/we agree to Playdays providing childcare cost information to the Inland Revenue for the purpose of tax credits.

Please circle	Yes/No

I/we agree to the above consent, terms and conditions.

Name of Child(ren).....

Name of Parent(s)Date

.....

Signed(Andrew O’Connor – Playdays
 Owner/Manager)