



call us to come  
and see our  
lovely setting!



# child's play

Bespoke childcare for families

at  
**Penclawdd Primary School**

## Welcome Pack

We are delighted to welcome you and your family to our happy childcare community. At Child's Play we aim to provide a bespoke childcare service that puts families at the heart of everything we do.

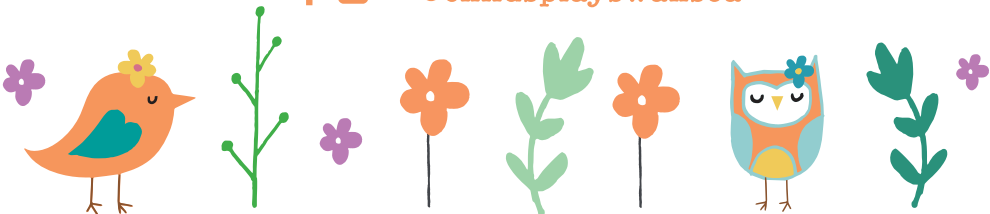
### Contact Us

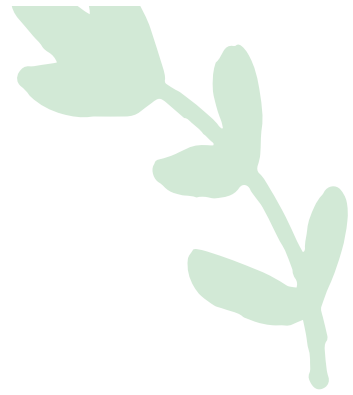
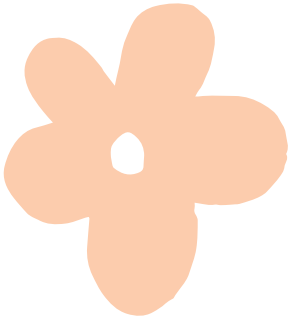
**Tel** 07511 450688.

**Email** [admin@childsplayswansea.co.uk](mailto:admin@childsplayswansea.co.uk)

[www.childsplayswansea.co.uk](http://www.childsplayswansea.co.uk)

**f**  **@childsplayswansea**



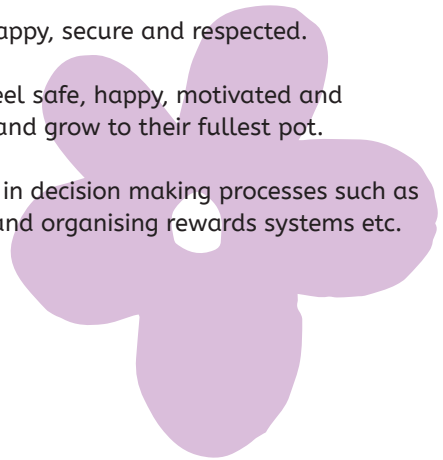


## **OUR ETHOS**

All children deserve the right to feel happy, secure and respected.

Our main aim is to ensure that children feel safe, happy, motivated and respected whilst being able to develop and grow to their fullest pot.

We will involve all children from age 2 upwards in decision making processes such as choosing activities, helping to prepare snacks and organising rewards systems etc.



# Meet the Team

At Child's Play at Penclawdd we are blessed with the most amazing team who genuinely love and care for all the children who join us. The majority of our staff are qualified up to the mandatory level 3 in childcare. We believe that it essential for staff to continue with the professional development as this ensures your children get the best care possible. Aside from this, our team are happy, enthusiastic, caring, kind, bubbly, a little crazy, (in a good way), and absolutely committed to ensuring your child gets the best care possible.



**Sam** - is the founder of Child's Play and a Mum to three children. She has worked extensively with children from newborn up until 12 years. She has an NVQ level 3 in childcare and development and has been an invaluable classroom assistant, special educational needs support practitioner, children's transition officer and early years' developmental play worker during her career in childcare and education. This experience will help to shape the setting and create a wonderful environment that children love to spend time in.



**Steph - Setting Manager.** I have worked and studied childcare for the lasts 10 years, gaining CCLD level 3 and a degree in education. I've had a great deal of experience with babies and toddlers working in nurseries and as an au pair and has a passion for working with children.



**Lily - Senior Playworker.** I have been working for Child's Play for 5 years. During that time I have graduated University with a degree in Youth and Community and gained my CCPLD3 in childcare.



**Chloe - Playworker.** Hi I'm Chloe and recently graduated University with a degree in Early Childhood Education and Care. In my spare time I enjoy Irish dancing and have a keen interest in the Early Years

# Services Provided

## Sociable Lunch (11:30am)

Your little one can join us for a sociable lunch session before their afternoon playschool session begins. We like our lunchtime to be a social experience for your little ones. We assist the children in laying out their lunch boxes on tables in social groupings. We ask you to send your child in with a healthy, balanced lunch box. We will always put any uneaten food back into lunch boxes so you can monitor what is and isn't popular.

## Afternoon Playschool including Sociable Lunch (11:20am – 3:10pm)

We invite little ones from 2-4 years to enter our world of imagination and creativity in afternoon playschool. We create wonderful learning opportunities using our lovely, well-resourced base room and our outside areas.

## Activity Club (3:10pm – 4:30pm)

### JOIN OUR EXCITING ACTIVITY CLUBS

Monday - Cooking Club

Tuesday - Art Attack

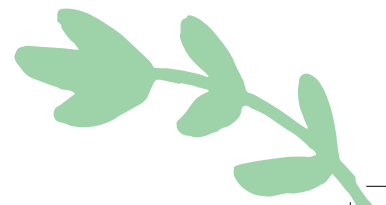
Wednesday - Games Galore

Thursday - Explorers & Investigators

Friday - Film Friday

## After School Club (3:20pm – 5:25pm)

Children automatically have the opportunity to join in with all Activity Clubs. Once the activity clubs have finished children are served a snack and a drink to tide them over until teatime. Ongoing activities such as art and crafts, board games and outside play are always available.



# Session Fees

## Playschool for children 2 – 4 years only

Session	Time	Price
Sociable Lunch + Afternoon Playschool	11:20am - 3:10pm	£22.50

## After School Club and Activity Club for children 2 – 12 years

Session	Time	Price
Activity Club	3:10pm – 4:30pm	£7.00
After School Club	3:10pm – 5:20pm	£11.00

## Casual / One Off Bookings

Please note we are no longer able to offer casual bookings as a separate tariff. Instead, there will be a 20% fee applied to the regular charge for each session. All casual bookings are subject to availability.

## Administration Charges

Item	Price
Registration Fee (one off)	£15.00 per Family
Amendment to bookings (without 14 days' notice)	£10.00 per Change
Fee for yearly records e.g. Tax Credit/Student Finance etc.	£10.00

There is a 2-week notice period required to amend regular bookings or take a holiday and a 28-day notice period to cancel bookings completely. With casual bookings we have a 48-hour cancellation policy.

## Snacks and drinks in Playschool

We ask children to bring a healthy snack with them each time they attend. We also ask children to bring in a beaker or plastic cup from home clearly marked with your child's name. Experience shows that children like the familiarity of something from home and little touches such as this will help with transition from home to Playschool. Throughout the session, a jug of water will be available next to the children's cups and we will encourage and support the children to independently get water as and when they need it.

**Please remember Child's Play is a NUT FREE Zone**

## Clothes for Playschool

We ask for children to come to Child's Play in comfortable, easy to put on and take off clothes, such as track suits. Many of our activities are messy and whilst we do provide aprons, invariably a little bit of messiness is unavoidable. So, we recommend not putting children in best clothes. We ask that all children always have an appropriate waterproof coat, clearly labelled with their name.

## Footwear

We recommend children wear comfortable, easy to remove and put on shoes, Velcro fastenings are preferable. If children could bring welly boots into Playschool in a carrier bag each day, clearly marked with their name. Then we can go outside to play regardless of the weather.

## Nappy Changing and Toileting

If your child has nappies. Please ensure there are 4 nappies in their bag each day along with a pack of wipes. We do have nappies and wipes as a back-up. But due to parents having preferred brands and children reacting to certain wipes we ask parents to provide their own. We will record nappy changes in your child's diary.

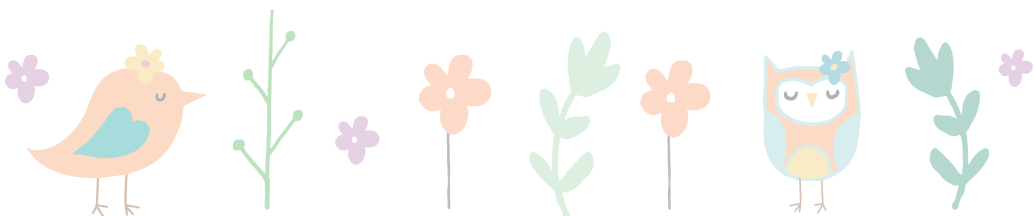
Children are regularly reminded to go to the toilet. If you are potty training your child, we are happy to discuss progress and try to follow the same routines/techniques you are using at home. Experience shows children prefer their own potty so we will request you provide the potty when it is being used.

## Collection and Drop Off

We ask parents to buzz on the intercom, a member of staff will come to the door. We do ask for your patience as sometimes we are in midst of very important activities such as slime and playdough, at other times we could be mid-way through potty training. We will always get to the door as fast as we can. We aim to greet the children at the door and get them to say their goodbyes to you there.

Similarly, at home time we try and bring them and all their bits and bobs to you at the door. Experience has taught us that having parents in the Child's Playroom can unsettle other children and your own child. However, we work at your child's pace to ensure that this procedure is a happy and smooth one.

Please note children must be picked up promptly at the end of their session. It is upsetting for children to be collected late whilst also impacting staffing level needs and potentially compromising the safety of other children. **Late pick up will incur a penalty charge**





### **What do I do next and how do I book a place?**

Email us [hello@childswansea.co.uk](mailto:hello@childswansea.co.uk) and we will book you in for a visit for you and your child. At this point we can answer all your questions, a registration pack and arrange your free taster session. The taster session is a great opportunity for us to work out the best transition for you and your child and at this point we can book in the sessions that are required. Once you have joined us, we ask you not to attempt to book sessions via the staff in setting, email is the most reliable method. We ask you to direct all bookings to us via email so that we can make sure we have a paper trail of bookings.

To guarantee you always have a space and to receive childcare at a lower cost, we recommend a regular ongoing booking. There is an option to have a casual booking, these cost a little more due to extra administration required, there is also a risk that we will be full.

### **After School Club**

The easiest way is again to email us your requirements. To guarantee you always have a space and to receive childcare at a slightly lower cost, we recommend a regular ongoing booking. There is an option to have a casual booking, these cost a little more due to extra administration required, there is also a risk that we will be full.

### **How many sessions do I book and pay for?**

We invoice families at the beginning of the month for the childcare booked. The majority of families use our regular bookings option, so the invoice is generated and sent to you monthly. Childcare does need to be paid for before it commences. If you have booked in casual sessions in addition to your regular bookings, these will be added onto your next invoice, e.g., October invoice will include all October dates and any extra September dates that were used.

### **Is it possible to book different sessions each week?**

We try to be flexible where possible. But experience has taught us that to guarantee you have a space, make your bookings regular and / or long term. We will book (within reason) to suit shift patterns, but these need to be provided on a long-term basis.

There is a 2-week notice period required to amend regular bookings or take a holiday, 28-day notice period to cancel bookings completely. With casual booking we have a 48-hour cancellation policy.

### **Is there any help available to cover some of the costs of childcare?**

Child's Play accepts employer's childcare vouchers and the 30-hour childcare offer.

### **What is the policy if my child is ill?**

We will not accept unwell children. Clearly it is not in their best interest to attend if they are unwell, nor is it in the best interest of others. We have a duty to limit the spread of infection and illness to other children and staff. Sessions missed due to ill health will still need to be paid for.

If your child falls ill during a session, you will be required to pick them up as soon as possible. Again, it is not in the best interest of your child to remain in setting if they are unwell. We also have a duty to limit the spread of infection and illness to other children and staff. Sessions missed due to ill health will still need to be paid for.

### **How will I know what my child is doing during the days and how they are progressing?**

In playschool we have a blue communication diary which we write in each day. This informs parents of highlights of the day, achievements, issues and answering any queries that are written in the book by parents.

We also have a learning journal, which is used to record your child's wonderful developmental journey whilst they are with us. This is yours to keep as a keepsake once they leave us.

### **How Does Child's Play keep in touch with news of important dates, holidays etc?**

Each setting will put notices on the doorway for parents to read when they are collecting and dropping off children. We also put information on social media and in newsletters.





# Statement of Purpose

## (Information about our provision)

*(To be given to parents/carers and read in conjunction with the operational plan.)*

At Child's Play we aim to provide a safe, secure and inclusive childcare service that will stimulate, enrich and support all children who attend. We want to invite children from 2 years to 12 years into a colourful world full of imagination, friendship, creativity and laughter; into an environment that children are encouraged to have ownership of and where their views are respected, valued and heard.

### **Child's Play at Penclawdd aims to:**

- Provide high quality bespoke childcare that meets the varied and complex requirements of families and their children aged from 2-12years.
  
- Provide day care which is divided into 3 sessions that can be 'picked and mixed' from the following:
  - o Social lunch and Playschool session PM
  - o Activity club
  - o After school club
  
- Provide playschool session for children aged 2-4 years
  
- Provide cost effective, safe collection and drop off to neighboring schools.
  
- Provide cost effective options:
  - o 20% increase if sessions are booked as casual bookings to reflect the administration costs.
  - o Regular bookings booked in advance and paid via direct debit (GoCardless)
  - o Playschool packages for 2-4 year olds
  
- The day care provided will enhance the development, care and education of pre-school and school age children in a safe and stimulating environment, where they learn through play in partnership with parents/carers.
  
- Encourage parents/carers to understand and provide for the needs of their children.
  
- Embrace the ethos and principles of Early Years Wales.

Child's Play follows Welsh Government initiatives by implementing: the New Curriculum, National Minimum Standards. We have positive links with the following training providers:

- o Gower College
- o ITEC
- o Clybiau Cymru Plant
- o NDNA Cymru
- o Swansea Family Information Service



Our training needs are met via the above providers in respect of all mandatory ongoing training and more formal qualifications such as CACHE LEVEL 2, 3,4 and Playworks. We encourage our staff to continue with their development and at any one time we have at least 1 staff member undertaking staff development.

### **Legal Status**

Child's Play at Penclawdd is owned and managed by Child's Play at Ltd. The Responsible Individual is Samantha Smith. The Manager of the setting is Stephanie Evans, the Deputy in her absence is Samantha Smith.

Child's Play at Ltd is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide day care.

The main contact for Child's Play at Penclawdd is:  
Samantha Smith  
Child's Play At Ltd.  
9 Chapel Street  
Mumbles  
SA3 4NH  
Email: [hello@childsplayswansea.co.uk](mailto:hello@childsplayswansea.co.uk)  
Tel: 07377 547088  
Please contact either/both of the above for all enquiries

Childs Play welcomes boys and girls and is registered by CIW to care for:

- 17 children in total
- Playschool sessions and social lunch (11.20am - 3:10pm): 16 children aged between 2 and 4 years
- After School Club (3.20pm-5.25pm): 17 children aged between 2-12 years

*(\*Please note we will accept children aged 2-3 years into after school club but this will change the amount of children we can accept due to the mixed age group present. We will work out the appropriate numbers allowed depending upon ages present being mindful to meet regulations set out in NMS)*

### **CIW registration number is CYM00005864**

We endeavor to meet children's needs where it is feasible both as individuals and within groups as a provider of full day care including early bird club, out of school care and playschool sessions. Childs Play is covered by Public Liability and Employer's Liability Insurance provided by Morton Michael. The certificates are displayed in the Child's Play base room.

Our Admissions Policy gives details about how applications for admission to Child's Play are managed.

**Operational hours:**

Mon	Tues	Wed	Thurs	Fri
Sociable Lunch 11:20am – 1:00pm	Sociable Lunch 11:20am – 1:00pm	Sociable Lunch 11:20am – 1:00pm	Sociable Lunch 11:20am – 1:00pm	Sociable Lunch 11:20am – 1:00pm
PM Playschool 1:00pm – 3:10pm	PM Playschool 1:00pm – 3:10pm	PM Playschool 1:00pm – 3:10pm	PM Playschool 1:00pm – 3:10pm	PM Playschool 1:00pm – 3:10pm
Activity Club 3.20pm-4.30pm	Activity Club 3.20pm-4.30pm	Activity Club 3.20pm-4.30pm	Activity Club 3.20pm-4.30pm	Activity Club 3.20pm-4.30pm
After School Club 3:10pm – 5.20pm	After School Club 3:10pm – 5.20pm	After School Club 3:10pm – 5.20pm	After School Club 3:10pm – 5.20pm	After School Club 3:10pm – 5.20pm

**Staff**

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Child's Play welcomes students on placement, volunteers and visitors who enrich the experiences of children. Policies and procedures that ensure children's safety and wellbeing are paramount are used at all times.

**Staff Ratios**

After School Club (2 – 3 years); 1 adult: 4 children will be the minimum staff ratio which will be maintained at all times.

After School Club (8-12 years); staff ratio 1 adult: 10 children will be the minimum staff ratio which will be maintained at all times.

After School Club (3-7 years) staff ratio 1 adult: 8 children will be the minimum staff ratio which will be maintained at all times.

**Facilities available**

Child's Play operates out of a bright and sunny classroom inclusive of toilets and a cloak room, set in its own play area within Penclawdd Primary School grounds.

The room is furnished with age appropriate equipment. Within the classroom there is ample storage space including locked and secure cupboards that are out of reach of children.

Facilities within this classroom include a kitchen area which incorporates sinks, separate food preparation workstation, a carpeted area and an area with easy clean flooring. Child's Play has the sole use of three children's toilets and two hand basins and also has a separate nappy change area with a nappy disposal unit in the children's toilet area.

We have direct access to an enclosed patio area, equipped with age appropriate play equipment such as sand tray, water tray, trikes, bikes, etc. Child's Play also has access to the beautiful Penclawdd Primary School grounds which incorporates a wooded area.

It is agreed that staff can have access to the School Staff room to enable staff to have breaks away from the childcare setting whilst forging partnership links with school staff. There is also access to the staff toilet and bathroom facilities.

### **Services offered (within the preschool sessions)**

- Healthy snacks and drinks brought in from home and a jug of fresh water will be offered and available throughout the day, in line with our Healthy Eating Policy. Additionally, children bring in a clearly labelled water bottle which we can fill up throughout the day if needed). Children's individual needs and preferences are noted and recorded as they register to join the provision.
- As children enter with specific and/or additional needs we will do our best to adapt our setting/staffing to ensure we can accommodate and provide appropriate measures, ensuring positive outcomes where possible for all.
- Parents/carers are encouraged to use our 'settling in' service to help all with their child's transition to our care.

### **Activities offered**

The activities are from a wide range and are planned to suit children's age, stage and individual needs. They must also meet our aims and objectives and reflect Welsh Government current strategy [www.wales.gov.uk/childrenyoungpeople](http://www.wales.gov.uk/childrenyoungpeople) (Please refer to our enriching experiences to support development and after school fun section). We provide adult-led and child-led experiences that are planned termly, weekly and daily in advance.

Children will be encouraged to assist in the planning of activities, ensuring they have ownership of their childcare setting. Activities are risk assessed and children are encouraged to contribute to any review or evaluation of their experiences as they are able and willing.

A sample of a typical day's routine:

Child's Play external door is opened, and the children are admitted. Parents must use the intercom for admission. A member of staff will open the door and escort parents and children to the Child's Play base room. Parents sign children in before exiting the school.

### **Sociable Lunch Session**

11:20am – 12:15pm	Sociable lunch begins for am preschool children. Calm activities such as story time are available from 11:50am.
12:15pm – 12:50pm	When children finish lunch, they join the others on the carpet for calm activities. 12:30pm children go outside to play.

### **PM Playschool Session**

1:00pm – 1:10pm	Children arrive, come in and sit straight on the carpet for hellos, register and introduction to today's activities.
1:10pm – 2:00pm	Indoor and outdoor play mostly child led. Areas available include large and small construction, small world play such as dolls house, jigsaws, role corner and messy play and creative activities including ICT.
2:00pm – 2:45pm	Toileting, handwashing and sociable snack time. Outdoor play including growing garden, welly nature walk.
2:45pm – 3:05pm	Carpet time including activities such as music, sensory lights, preschool and yoga movements.
3:05pm – 3:10pm	Children due to go home have coats put on in readiness.

### **Afterschool Childcare**

3:10pm – 3:30pm	Children arrive, come in and sit straight on the carpet for hellos, register and introduction to today's activities.
3:30pm – 4:30pm	Activity time including indoor and outdoor opportunities. Children are able to join in with After School Club activity and homework time is available.
4:30pm – 5:00pm	Healthy snack time and children are involved in setting in tables and preparing snacks.
5:00pm – 5:20pm	Activity time including indoor and outdoor opportunities. Children due to go home have coats put on in readiness.

### **After School Activity Clubs 3:10pm - 4:30pm**

<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
Munchie Mondays	Art Attack Tuesdays	Games Galore	Adventurer & Explorers	Friday Film Night

### **The Language Used**

Child's Play is an English medium setting with some use of Welsh. (please see our Welsh Language policy.

### **Parental involvement**

Child's Play believes that parents/carers are the prime carers and educators of their children and as such should be involved in many aspects of the provision. Child's Play at Penclawdd welcomes parents/carers who would like to become involved in:

- Fundraising.
- Leading skills sessions such as firepersons/police/artists coming in to speak about their professions/experiences.

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children.

### **Training**

Through our membership of Early Years Wales, and Swansea Family Information Services, Clybiau Plant Cymru we ensure that Child's Play at Penclawdd is kept up to date with current developments and initiatives in the field of childcare and education. We receive small talk, Wales PPA's magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents/carers. The provision also has access to other publications from Early Years Wales. Alongside this we work closely with Gower College, supporting career development of staff, NDNA, Clybiau Plant Cymru, After School Support and PACEY. Currently staff have renewed their Paediatric First Aid and registered to do the transitions Playwork's qualification through Clybiau.

Child's Play at Penclawdd works with the support of the above organisations to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways, and parents/carers are kept informed about these.

### **Policies and Procedures**

Child's Play at Penclawdd has produced a pack of policies and procedures that describe arrangements for dealing with routine operational practice, complaints, concerns, and any emergency that may occur during operational hours. They are designed to ensure effective and safe management of our service and to offer the best possible environment and experience for the children and families who use it. The policies and procedures are developed and maintained in line with and/or exceed national minimum standards and regulations. They are reviewed regularly (at least annually) and updated (and CIW informed of any changes) as necessary. The policy pack is available for all who visit, work in or use Child's Play at Penclawdd to see. It is available on the web site and hard copies are kept on the parent communication board.

### **Fees and booking**

Childs Play operates on a first come, first served basis, as such we encourage parents/carers to book regular sessions in advance to guarantee they have a space.

#### **Session Fees**

##### **Playschool**

Playschool Session PLUS Lunch Session	£22.50
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##### **After School Club and Activity Club**

Activity Club	£7.00 (payable as a half term block)
After School Club	£11.00

#### **Casual bookings**

Please note, we are no longer able to offer casual bookings as a separate tariff, rather there will be a 20% fee applied to the regular charge for each session booked subject to availability.

#### **Extra Charges**

Childcare Offer Pick Up's - Internal	£1.50
Childcare Offer Pick Up's / All External Walking Pick Up's	£2.00
Transport Pick Up's	£3.50

#### **Administration Charges**

Amendment to bookings WITHOUT 14 days' notice	£10 per change
Registration Fee (per family)	£15.00



### **Holiday Club (only at St David's setting)**

2-4 years	Full Day £34.00
5-12 years	Full Day £27.00

### **Paying Fees**

Regular bookings are booked from September to July and are fixed bookings. These can be amended with 14 days' notice; 28 days' notice is required to cancel a booking. Casual bookings can be booked at any time subject to availability, 48 hours' notice is required to cancel a casual booking. We use the Nursery Genie booking system which generates parents' invoices on a monthly basis. Parents have the option to pay via Direct Debit at a slightly reduced fee or they can pay their invoice monthly. Invoices are generated a month in advance by the Nursery Genie system at the beginning of each month for the month ahead. Any bookings made after the invoice date will be added on to the next month's invoice.

Child's Play charge a £15 registration fee per family to go towards insurances and administration. It is not possible to swap regular bookings, additional casual bookings may be made but regular bookings must adhere to notice period above, they cannot be held on account or refunded.

- Parents/carers are advised to speak to Samantha Smith about payment of fees in cases of prolonged absence. We will always try to support families.
- 30 hours childcare offer. The offer requires us to book childcare sessions with the Local Authority a month in advance for example end of January = March dates submitted, end of February = April dates submitted
- As such we ask for dates for childcare to be provided a month before they are to be taken as above example.
- A daily collection / drop of fee of £1.50 is due before childcare occurs.
- We are unable to 'carry across' unused hours from week to week. The Local Authority reserves the right to audit us at any time and our childcare offer bookings must match with attendance registers. the local authority will only fund the agreed number of hours eligible per week.
- Any extra childcare required above the agreed hours will be charged at £5 per hour/part of hour.

### **Holidays**

*If a child with a regular, long term place has a holiday booked, Child's Play require 28 days notice. A child's place is dependent on continued payment of fees.*

### **Starting in the Provision**

Child's Play acknowledges the importance of parents/carers and staff working together to help children settle in the provision and develop confidence to participate in all the activities offered. Some children take longer than others to settle. The treatment of each child as an individual is our main concern. Parents/carers are invited to join us for a free taster session (playschool only) so we can all assess the child's transition needs.

We advise parents with children who have additional needs to meet with us prior to children starting After School Club so that children's needs are fully met and their settling in transition runs smoothly.

### **Observations, Assessment and Record Keeping**

Child's Play's staff take a reflective approach to their work. Using observation as a tool to plan activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. Child's Play has a duty to share some information with the Local Authority, CIW and in the case of the Child Development Assessment Profile, the Welsh Government. Our records are kept in line with our Confidentiality Policy and are available for discussion with parents/carers at any time.

### **Terms and Conditions**

Our terms and conditions are set out in the contract between parents/carers and Child's Play and implicit within our Policies and Procedures.

The contract must be signed, and the registration form must be completed by parents/carer and registration fees paid before their child attends.

Samples of the contract, registration form and the full set of policies and procedures are available from Samantha Smith.

CIW and parents/carers are informed of any changes to this Statement of Purpose which is reviewed at least annually or as a result of a change in Operational Practice. This Statement of Purpose is supported by Child's Play's Operational Plan and any changes to one will be reflected in the other.

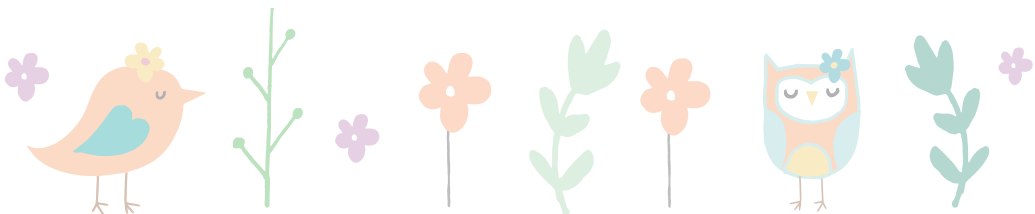
This **Statement of Purpose** for Child's Play At Ltd. was passed for use

**On:** June 2023

**By:** Child's Play At Ltd.

**Position:** Responsible Individual

**Date of planned review:** July 2024





## Conditions of Use

### Payments

- Child's Play At use The Nursery Genie booking system. Once bookings have been entered onto the system, Nursery Genie will generate monthly invoices to families. When your first invoice via email there will be a link to follow to set up GoCardless which is our Direct Debit system
- Invoices will be generated monthly in advance and need to be paid on time.
- Fees for all sessions are expected to be paid in advance. Any additional bookings/casual bookings made after invoice date will be added on to the following months invoice. No cash will be taken by Child's Play At staff in setting.
- It is parents/carers responsibility to check the invoices are correct. From the date that the invoice is sent parents/carers have 7 days to respond. If no query is raised, we will assume the invoice is correct.

### Absence

- In the case of absence due to sickness fees will still be charged. This is to ensure your child's place at Child's Play is kept open.
- In case of prolonged absence parents/carers are advised to contact us via email about payment of fees.

### Sickness

- Child's Play At Ltd. does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending.
- If a child becomes unwell during their stay with us, we will contact the parent/carer at the earliest opportunity.
- Setting staff at Child's Play At Ltd. have undertaken appropriate training to deal with an emergency. (Please also refer to our Health and Hygiene, Admissions and Medication policies.)
- While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency, call the emergency services.

### Holidays

- If a child with a regular, long term place has a holiday booked, Child's Play At Ltd require 28 days' notice.
- Fees are payable if a child is absent without notice. 14 days written notice to amend regular bookings and/or check possibility of holiday leave. 28 days written notice to cancel bookings.

### Child Leaving Setting

- Child's Play At Ltd requires 28 days minimum notice in writing of a child leaving the provision
- If a child leaves setting it is the parents/carers responsibility to cancel direct debits/voucher payments. Refunds cannot be issued if these continue after a child has left setting.

A child's place is dependent on continued payment of fees

I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.



# Registration Form



All information recorded here is kept confidential and in line with GDPR guidelines. Our full Policy is available for review in setting or by email request.

## Childs Personal Details:

FULL NAME:			
GENDER:		DATE OF BIRTH:	/ /
HOME ADDRESS:	.....		
POSTCODE:			

GP's NAME:			
SURGERY NAME:			
ADDRESS:	.....		
TELEPHONE:			

Does your child have any Medical Conditions?	Yes [ ]	No [ ]	(Briefly describe below)
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Is your child currently taking any medication?	Yes [ ]	No [ ]	(Briefly describe below)
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Does your child have any dietary requirements?	Yes [ ]	No [ ]	(Briefly describe below)
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Does your child have any allergies?	Yes [ ]	No [ ]	(Briefly describe below)
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I agree that a Child's Play At Ltd. member of staff may administer basic first aid? <i>(of which a written record will be kept)</i>	Yes [ ]	No [ ]
I agree that a Child's Play At Ltd. member of staff may sign any written form or consent required by hospital authorities if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety?	Yes [ ]	No [ ]



Do you give permission for your child to be photographed/videoed for assessment and display purposes?	Yes [ ] No [ ]
Do you give permission for your child to be photographed/videoed to be used on social media, marketing, external displays?	Yes [ ] No [ ]

What language(s) is/are spoken at home?	
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Childs ethnicity?		
[ ] White	[ ] Black/Black British	[ ] Asian/Asian British
[ ] Mixed Ethnic Groups	[ ] Prefer not to say	[ ] Other (specify below)
.....		

**Parents’/Carers’ Details:**

TITLE:	[ ] Mrs	[ ] Mr	[ ] Miss	[ ] Ms
FULL NAME:				
RELATIONSHIP:				
HOME ADDRESS:	.....			
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				
Does this parent have parental responsibility?	Yes [ ]		No [ ]	
Emergency Contact?	Yes [ ]		No [ ]	

TITLE:	[ ] Mrs	[ ] Mr	[ ] Miss	[ ] Ms
FULL NAME:				
RELATIONSHIP:				
HOME ADDRESS:	.....			
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				
Does this parent have parental responsibility?	Yes [ ]		No [ ]	
Emergency Contact?	Yes [ ]		No [ ]	



**Emergency Contact Details:**

TITLE:	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms			
FULL NAME:				
HOME ADDRESS:	.....			
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				

TITLE:	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms			
FULL NAME:				
HOME ADDRESS:	.....			
HOME TEL:		WORK TEL:		
MOBILE TEL:				
EMAIL ADDRESS:				

I confirm that all information in this form is correct.

I confirm it is my responsibility to inform Child's Play At Ltd. of any changes to the above information.

Signature: ..... Date: .....

Print Name: .....

Relationship to Child: .....





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**I have read, understood, and agree to the Conditions of Use.**

**Name of Parent/Carer 1:** .....

**Signature of Parent/Carer:** .....

**Date:** .....

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**Name of Parent/Carer 2:** .....

**Signature of parent/carer:** .....

**Date:** .....

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**Name of person in charge/responsible individual on behalf of Child's Play At Ltd.:**

**Signature on behalf of** .....

**Child's Play At Ltd:** .....

**Date:** .....

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# All About Me

## What makes me happy?

What makes me sad  
or nervous?

What helps me to  
feel better?

# My Self Care Skills

\* Please tick relevant option

## TOILETING

I can use the toilet independently [ ]

I can use the toilet with support [ ]

I'm in nappies [ ]

## FEEDING

I can feed myself with a spoon and fork [ ]

I can finger feed myself [ ]

I can sit at a table to eat my lunch independently [ ]

I need support to sit at a table to eat my lunch [ ]

## DRINKING

I can drink from a cup/beaker independently [ ]

I can drink from a cup/beaker with a straw [ ]

## DRESSING

I can dress myself independently [ ]

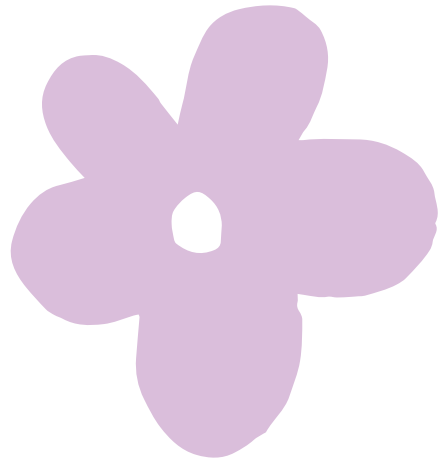
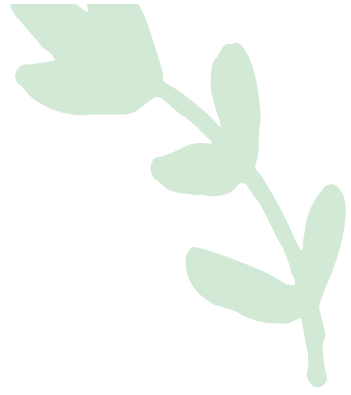
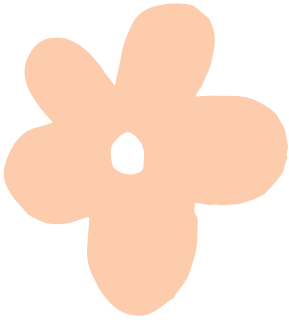
I can undress myself independently [ ]

I can dress and undress myself independently [ ]

## HANDWASHING

I can wash my hands independently [ ]

I can wash my hands with support [ ]



**child's play**

Bespoke childcare for families

