

# **MARDEN PLAY SCHEME**

## **Parent/Carer Information – 2023**

### **Mobile – 07376 580960**

*All policies can be viewed at [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)*

This document outlines the responsibilities of both the Play Scheme (acting on behalf of Marden Parish Council) and parents/carers. Please keep it safe for future reference.

#### **(1) Introduction**

Our policies and procedures are in place to help both staff and parents/carers to understand their roles and responsibilities and what to expect from each other. All of our policies are updated prior to Play Scheme each year and are available for parents/carers upon request.

#### **(2) Our Pledge**

Our Play Scheme aims to provide a safe and inspiring environment for every child to play, learn and develop freely.

#### **(4) Age**

Marden Summer Play Scheme is only able to accept children who have reached their 5<sup>th</sup> birthday by 1<sup>st</sup> September 2022( ie born before 1<sup>st</sup> September 2017) due to the Play Scheme not being an Early Years Provider. Children up to the age of 12 (Year 7) are welcome.

#### **(3) Arrivals and Departments**

The Play Scheme will operate this year from 24<sup>th</sup> July to 4<sup>th</sup> August, Monday to Friday, 9.30am to 3.30pm. (Morning sessions are also available 9.30am to 12.30pm). Parents are asked to be prompt when dropping off and collecting children. If a parent/carers knows that they will be late they are asked to notify the Manager or the Parish Clerk (01622 832305). We understand that sometimes there are special circumstances why your child may be late or you late collecting.

**Note (1)** – Please ensure your child/children arrive for 9.30am registration (or at the latest 9.45am) following this their place may be allocated to someone else.

**Note (2)** – Any child being collected by someone other than the parent/carers this must be indicated in writing to the Manager and recorded at the start of the session. The adult nominated to collect the children must be one of those named on the Registration Form and suitable identification may be required to be shown to a member of staff. If the person collecting the children is not listed a letter must be given to the manager at the start of the session informing them of the name and relationship of the person to the child and the password indicated on the registration form given to the nominated person.

#### **(4) Health and Illness**

When a child is ill and is unable to attend Play Scheme on a day which has been pre-booked parents/carers are asked to contact the Play Scheme to inform them that the child will not be attending and if possible for how long.

Parents/Carers need to adhere strictly to our policy regarding medicine at the Play Scheme (*Policy 14*). If a parent/carers wants their child to be given medicine during the sessions by a member of staff please ask the manager for the appropriate form.

Staff members are qualified to administer first aid to children in the case of an accident. If believed necessary, staff members will contact the parent to take their child to a doctor or hospital. If it is an urgent situation 999 will be called for help whilst contacting the parent/carers.

If any infectious or communicable diseases are detected on the Play Scheme premises all parents/carers will be informed. If a child or member of staff becomes ill outside the Play

Scheme hours the Play Scheme must be notified and the exclusion period outlined in the table of the Infectious and Communicable Diseases Policy (*Policy 16*) will apply.

If medical care is required by Play Scheme staff during the course of the day please complete a Medical Care form and speak with the manager prior to the first day attendance.

### **(5) Food and Drink**

Fruit and soft drinks will be available and the cost of this is included in the daily fee. The staff will make every effort to ensure food is sensitive to the dietary, religious and cultural requirements of all the children and will refer to the Registration Forms for allergies etc. Water will be available during the course of each session for children to obtain as and when required.

Children registered for all day should bring a packed lunch – the box should be labelled with the child's full name.

### **(6) Rules and Behaviour**

Though the Play Scheme operates in an informal setting, good behaviour is expected of the children at all times. Rules are to be understood and followed by all children. Rule breaking and bad behaviour including bullying in any form will not be tolerated by staff. (*Policies 23 and 24*).

### **(7) Uncollected Children**

At the end of the session if a child is not collected, repeated attempts will be made to contact the parent/carer or any other person on the contact list. While waiting, the child will be supervised by at least two members of staff who will offer reassurance and support. If after half an hour no contact has been made with the parent/carer or any person on the contact list Social Services will be notified. (*Policy 26*).

### **(8) Complaints**

We are always happy to hear feedback from parents. Our Play Scheme aims to provide the highest level of care. However, if a parent is unhappy with their child's care, we ask that they inform the Manager either verbally or in writing. Any complaint will be dealt with immediately and every effort taken to resolve the issue. If the complaint is unresolved the Registered Person will deal with it.

### **(9) Safeguarding Children**

The Play Scheme's safeguarding children procedures comply with all relevant legislation and other guidance or advice from the Local Safeguarding Children Board (LSCB). Staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

In the case of an allegation made by a child against a member of staff, the procedure listed in the Staff Disciplinary Policy (*Policy 3*) will apply.

### **(10) Fees**

The fee for each session, and if space is available, will be £10 per session (£5 for 9.30am to 12.30pm) per child with no discount for subsequent children.

*See also note provided to parents received with confirmation letter.*