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**School Lane**

**Overton**

**Wrexham**

**LL13 0ES**

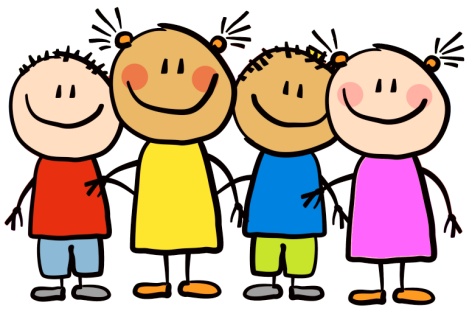
**01978 710688**

welcome pack

**From January 2018**

**Registered Charity no 701478 CIW no W030000776/1**

**overtonplaycentre.com**



**AIMS**

* To provide quality care and education within a safe and stimulating environment.
* To meet the child’s individual needs.
* To provide a broad and balanced curriculum through a team of experienced and qualified staff members, in consultation with parents.
* To promote a working partnership between parents/carers and the pre-school.
* To provide opportunities for all the children and their families within the community of the pre-school.

We are registered to care for up to 30 children per session, between the ages 2 years to 12 years. Currently we cater from 2 years to 8 years in term time and 2 years to 10 years in Holiday Club.

Our aims and objectives are to provide good quality early years education for children, learning through play, offering them a range of stimulating activities and experiences in a safe, secure and happy environment. We achieve this by having a team of qualified staff who are dedicated to delivering a varied and well balanced curriculum. Our wrap around care provides extra childcare at an affordable price for all families. Overton Playcentre believes in equal opportunities and treats all our children equally. This does not mean treating them the same, it means understanding that each child in our care is an individual with their own particular needs, which should be nurtured and developed in a way that suits them, encouraging them to speak freely, respecting and valuing their views. We aim to promote equality of opportunity for all children irrespective of their class, colour, ethnic origin, nationality or religion including children with Special Educational Needs, disabilities and children who have English as a second language. We aim to assist them in developing their potential and believing in their own self-worth.

**FEES AND OPENING HOURS**

|  |  |
| --- | --- |
| MONDAY | 8AM – 6PM |
| TUESDAY | 8AM – 6PM (SEE NOTE BELOW) |
| WEDNESDAY | 8AM – 6PM |
| THURSDAY | 8AM – 6PM |
| FRIDAY | 8AM – 6PM |

On Tuesday mornings we run a baby and toddler group in the main room at playgroup. Should you require childcare on a Tuesday between 9-11.00 please speak to the manager to discuss options.

**We provide wrap around care from 8am -9am including breakfast and from 3.30 – 6pm. below is a breakdown of the costs for childcare.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SESSIONS** | **TIME** | **2 YEAR OLDS** | **3+ YEAR OLDS** |
| Breakfast | 8am – 9am | £3.20 | £3.20 |
|  | 8.30-9.00 | £1.60 | £1.60 |
| AM | 9am – 11.30am | £9.50 | £8.50 |
| Lunch | 11.30am – 1pm | £3.25 | £3.25 |
| PM | 1pm – 3.30pm | £9.50 | £8.50 |
| Half Day | 9am – 3.30pm | £21.00 | £19.00 |
| Wrap around care | 3.30pm – 6pm | £1.60 for each extra ½ hour or part of. | £1.60 for each extra ½ hour or part of. |
| Full Day | 8am – 6pm | £29.00 | £27.00 |

**PAYMENT**

Fees are to be paid on a weekly or monthly. This will be agreed in advance with the playgroup manager. Prompt payment is expected, although individual circumstances are always considered. Payment can be made by Cash or Cheque and/or Childcare Vouchers, direct debit or standing order. Please speak to a member of staff or committee about the childcare vouchers we currently accept. If you wish to use a Childcare Voucher Provider that we are not currently registered with then please speak to us and we will endeavour to help. Billing will be done on line, where possible. On the first Tuesday of each month you will be emailed a breakdown of your childcare costs and asked for immediate payment. Please ensure we have your correct email address for billing purposes, if you do not receive our bill on line, please inform playgroup manager and a paper copy will be made available to you.

Please bear in mind that we are a **non-profit** charitable organisation, providing our community with affordable child care. Without prompt payment of fees we may not be able to meet our running costs, this could affect your child’s place at Play Centre.

Please read our fees policy for the procedure for non payment of fees.

**STAFFING**

|  |  |
| --- | --- |
| Playgroup Manager  CIW Registered Person  Child Protection Officer and ANCo | Rachel Harris |
| Deputy Manager  Named Person in Charge when Manager not present | Nicole Langley |
| Playgroup Assistants | Lily Simon  Emily Bellingham  Emily Dimelow  Claire Pearson  Sarah Carpenter  Sharon Marriott |
| After-School Club Playworkers | Dianne Edwards  Susan Staniford |
| Holiday Club Playworkers | Grace Marriott  Eve Barber |

**ABOUT THE STAFF**

Rachel Harris has a NVQ level 4 in childcare, learning development and joined the team in May 2016 initially as Deputy Manager and took over as Manager of the Playcentre in September 2017. Rachel is also our registered person with CIW, Child Protection Officer and Additional Needs Coordinator/SENCO. Prior to joining us Rachel has been a secondary Science teacher, she ran a day and residential Field Centre on a National Nature Reserve and then with a young family she became a Childminder. Mum of 3, two now teenage boys one with Autism and a daughter in year 5 in St Mary’s School, Overton Rachel provided day care for children within her home in Overton when her own children were younger. She also set up and ran a Church baby and toddler group on Mondays at the Scout Hut and regularly attended our own toddler group each Tuesday where she organised singing sessions with the children and parents and delivered Language and Play sessions. She became an Early Years Librarian for 6mths working in partnership with the Flying Start LAP team running parent and toddler groups around Wrexham before joining us. Rachel has been involved with the Playcentre committee since being recruited as Secretary in 2008. Rachel is an incredibly skilled and enthusiastic role model to the staff team, with tremendous vision moving the Playcentre forward. Rachel leads the team that delivers Early Education to our children and is a Keyworker for a group of children.

After Nicky qualified with a diploma in childcare she joined our team as an extra member of staff which enabled us to offer wrap around care. Without Nicky’s loyal dedication we could not have offered wrap around care which is a service that is well used and needed. Since working at Overton Playcentre Nicky has gained her QCF level 5 in childcare and has been working at the Playcentre for 7 years. She is now Deputy Manager and Named Person in Charge when Rachel is not present, a Keyworker she also delivers Early Education as well as being Supervisor for Before and After School Club and Holiday Club.

Lily Simon joined our team as a Play Assistant in September 2017 working during playgroup sessions and also after school club. She also offers the flexibility of being able to work in holiday club. Lily has recently completed her NVQ3 in Childcare having already achieved her Level 2 qualification. She has gained childcare experience by working at St Chads School in Hanmer and more recently at Bangor on Dee School after school and holiday club. Lily is a Keyworker for a group of children. She is a member of the Early Education team in the Playcentre as well as working in our After School Club and Holiday Club.

Emily Dimelow started working with us as a Play Assistant in January 2018. She has completed her Level 3 NVQ and is now in the process of completing her Level 5. She comes to us from Hanmer where she was 1:1 for a child with additional needs in school and also supervised playgroup sessions there one day a week. Emily is part of the team that delivers Early Education, she is a Keyworker for a group of children and will be working in After School Club and Holiday Club.

Claire Pearson also joined us in January 2018 as a Play Assistant. She is working with us three mornings a week during term time on a Monday, Tuesday and Wednesday from 8-11am. The rest of the week she works in Chirk School as a Teaching Assistant. Claire will also be doing some Holiday Club work. Claire has grown up children and has many diverse interests including felting.

Emily Bellingham joined our team as a Play Assistant in September 2017. Emily’s role is split between working on Tuesday mornings with the Toddler Group and Friday mornings during the morning playgroup session and lunch club term time only. Mum of two, Emily regularly attends our toddler sessions with her daughter and so is already familiar with the staff and younger children. Emily enjoyed helping at Toddlers so much and looking for a change in career with a young family is looking forward to starting her NVQ when her young family is a bit older.

Sarah Carpenter joined our staff team in January 2018 as a Play Assistant. Her role is split between admin using her previous HR experience and childcare. She was a volunteer at the Playcentre, working mainly as an admin assistant but also with the children when needed. Mum of two boys who attend St Mary’s School, Sarah was Secretary on the Committee for over 3 years as well as Acting Chair during our Chair’s maternity leave and was keen to remain a part of the Playcentre. Sarah will be starting her NVQ in 2018.

Sharon Marriott joined us as a Play Assistant also in January 2018. Sharon has worked as a Geologist in the field but having had her young son she is keen to change direction and has been a great asset as a volunteer. Sharon will start her NVQ when her son moves into School.

Dianne Edwards was recruited as a Play Worker in our after school club working Mondays and Tuesdays. Dianne is the former Librarian of the Maelor School where she worked for 25 years. Dianne has more recently been volunteering as a classroom assistant at St Mary’s School and has also been a familiar face at the Playcentre covering for staff as a volunteer as well as helping out at many of our fundraisers.

Susan Staniford joined us in September 2017 and works mainly as a Play Worker in After School Club Tuesdays, Wednesdays and Thursdays. She retired from her job with BASC where she spent her time working with children in and out of schools. As Grandma to one of our children she has volunteered at many fundraising events and continues to do this.

Grace Marriott joined us as a Play Worker for our Holiday Club in July 2017. Grace is in the second year of her teaching degree and also offers experience of working with children both on placements and at the Madras school’s holiday club.

Eve Barber was recruited as a Play Worker in July 2017 for our Holiday Club. Eve has a number of years’ experience in Childcare working as a regular babysitter during school holidays and also after school. She was also a Brownie leader. She is in her first year of her Politics and Religion Degree.

All our staff are DBS checked regularly and complete regular relevant training courses made available through various organisations such as the Children’s Information Bureau and through Funded Early Education. There are training courses available to parents too. If you are interested, please look on our notice board for further information.

**PLANNING AND OBSERVATION**

Each child has a designated key worker. This is a member of staff who is of prime importance to your child, acting as a link between home and pre-school. They will address any queries or concerns that you may have. They are in charge of overseeing your child’s care as well as their emotional and physical wellbeing. Our routine allows your child plenty of one-to-one contact with their key worker. Observation and planning are crucial to ensure that the full range of the children’s development and learning is supported and extended. Your child’s key worker will record observations and assessments to build on the child’s existing knowledge, skills and understanding. Each child will have a Keepsake folder celebrating their time with us and this will be given to parents at the end of term before the child attends school. This folder is also used as a link between ourselves and St. Mary’s (or your chosen school) as it provides the next setting with an observational record of your child’s needs and capabilities.

**LONG TERM CURRICULUM**

Overton Playcentre follows the ‘Early Years Foundation Phase.’ A full copy of the guidance is available to view at play centre at request. The Welsh Foundation Phase sets out aims ion the following areas:

* Personal and Social Development - Well-being, moral development and Cultural Diversity
* Language, Literacy and Communication – With development skills in oracy, letter recognition and writing.
* Mathematical Development – With the introduction to solving mathematical problems and reasoning.
* Developing the Welsh Language – through the use of incidental Welsh, key phrases and songs.
* Knowledge and Understanding of the World – Exploring the environment around them to encourage cognitive development.
* Physical Development – Developing skills for adventurous and physical play, healthy living and safety.
* Creative Development – Developing art, craft and design, encouraging children to be creative.

The curriculum is delivered through the medium of English; however, the Welsh language is integrated into the environment and the Welsh culture is recognised. The curriculum will respond to diverse needs and will remain appropriate to the child's stage of learning. With play as its central theme, the Foundation Phase will challenge and inspire, through structured and child initiated activities. We will create opportunities for children to learn through effective planning by offering a variety of balanced and differentiated experiences.

**EARLY EDUCATION**

Funding is available for all 3-year-old children in Wrexham. To be eligible, your child must be aged 3 prior to the term they are due to start. We can offer you 4 funded sessions per week, one per day, of two and a half hours’ duration (except Tuesdays). Please speak to us for further guidance on your child’s eligibility. As Early Education providers, we undergo inspection from Estyn and have a link teacher who supports and monitors our staff. Our link teacher is Jo Richards, Head of Foundation Phase in St Mary’s School, Overton. In our 2014 Estyn inspection we were given excellent in both learning experiences and learning environment. We are extremely proud of the work all our staff do with the children in our care preparing them for school and setting them up to lifelong learners. If you would like to read the inspection report in full, please go to www.estyn.gov.wales and search for our setting.

**ASSOCIATION WITH ST MARY’S SCHOOL, OVERTON**

We have a close relationship with St Mary’s. With such close proximity, we are able to escort children to and from school as part of our wrap around care service. Together with the Foundation Phase Department at St. Mary’s we have written a comprehensive Transition Policy which supports a smooth transition to school. Working closely with the school provides for continuity and progression in the children’s education within the Foundation Phase. As we provide early education for children 4 mornings per week we work closely with our link teacher, Jo Richards, who is the head of the foundation phase department at St. Mary’s school.

In September 2017 closer liaison with ourselves, school and St Mary’s Before and After School Club means that we will be working on consistency across the three settings to ensure continuity between us.

Throughout the final school term children will have visits to school and St Mary’s Foundation Phase staff will visit Playgroup. We start a comprehensive transition period during the summer term to ensure the children are familiar with the environment and staff before they start. The transition is arranged with the school staff, in recent years we have worked closely with the Foundation Phase at school and our children visited every Wednesday morning for a session in the forest school. The Nursery children have been key in assisting our pre-schoolers during these sessions. The children have a fantastic opportunity to get know the teachers in the Foundation Phase at St. Mary’s and become familiar with the surroundings there. Even if your child will not be attending St. Mary’s but are with Playcentre for their early entitlement, they will still be included in the transition period if you so wish.

St. Mary’s and the Playcentre host a joint information evening in the Autumn term and we are planning to extend this too. This gives parents and carers an ideal opportunity to come along and meet the staff and experience the environment in which their children will be spending their days. It gives everyone a wonderful insight into the workings of the school and play centre.

**VISITS AND OUTINGS**

From time to time visits may be arranged from the Playcentre to places of interest, e.g. to the Church, shop, Library, park. These will all be within walking distance from the Playcentre. The staff/child ratio in accordance with CIW Standards is maintained. Planned excursions outside of the local area will require written permission. A permission slip will be given to you to complete in advance of any planned trip. Local trips however do not require express permission as these will be covered in our forms enclosed in the admission pack. The use of equipment such as reins, wrist straps and pushchairs will be used where deemed appropriate by staff. The use of such will depend on your child’s developmental stage and discussions with you.

**HEALTH AND SAFETY**

The health and safety of the children is of paramount importance. All the children in our care are supervised by adults at all times and regular safety monitoring is carried out. We promote a healthy lifestyle and high standards of hygiene are maintained. Our kitchen has been awarded a health rating of 5 by the Food Standards Agency.

**PACK LUNCHES**

If your child is with us for lunch or dinner you will need to bring a cold packed lunch/dinner for them. Alternatively from September 2017 we have secured an agreement with St Mary’s school for the provision of hot dinners to playgroup children. These are ordered at drop off in the morning and collected by our staff at lunchtime for the children to eat at the Playcentre. A menu is available next to the signing sheets for you to consider. All our staff hold current food hygiene certificates and our kitchen is rated 5 by the Food Standards Agency. Snacks will be provided by playgroup.

**SICKNESS**

There are many forms of illness that would prevent your child from attending play centre. Following the guidelines set out by the Health Protection Agency the recommended period to be kept away from play centre is 48 hours from the last episode of vomiting or diarrhoea. Full guidelines are on display on the notice board. If ever in doubt, please call and speak to a staff member before bringing your child to play centre. See attached form showing exclusion periods for various illnesses.

**POLICIES**

Staff and committee members work in partnership developing policy and procedure documents for the Playcentre.  The policies provide an essential framework for the staff to use when making decisions about the day-to-day management of the Playcentre. All our policies are available for parents/carers on the website and copies are available at the Playcentre to see at any time. They are located on the shelf area in the hall or you can read them on our website www.overtonplaycentre.com. It is expected that you should read these before sending your children to our Playcentre. As legislation etc changes constantly, we will be monitoring and reviewing our policies regularly. A list of our current policies is displayed on the notice board and where Parents/carers will be made aware of any changes and updates.

**INSURANCE**

Overton play centre is fully insured and our certificate is displayed on the main noticed board. We are regularly inspected by the Care Inspectorate for Wales (CIW), Estyn, Food Standards Agency and the Fire Service

**CARE INSPECTORATE WALES**

At Overton Playcentre our aim is to take seriously our responsibilities to protect and safeguard the welfare of all the children in our care and to take the necessary steps, should any concerns be raised in accordance with All Wales Child Protection 2008. We follow the correct guidelines set by Care Inspectorate Wales (CIW) to ensure the safety and wellbeing of all children and staff. Our nominated registered person, who take responsibility to ensure that those standards are met, is our manager Rachel Harris

**COMPLAINT PROCEDURES**

At Overton Playcentre we believe that all children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our service and will give prompt and serious attention to any concerns raised about the running and practices of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have clear procedures for dealing with any concerns.

Our aim is to ensure that all complaints about our service are handled effectively, courteously and in a timely manner. We also aim to ensure that solutions are implemented which satisfy both the parent/carer and setting.

***RESPONSIBILITY***

It is the responsibility of the manager to ensure that all complaints are dealt with. However, the management committee will be called upon for support. The management will investigate the complaint and deal with it both effectively and efficiently.

Any complaint should be handled effectively and swiftly and seen as an opportunity to evaluate the practice of the setting and improve quality.

***PROCEDURE FOR HANDLING A COMPLAINT***

**Stage** 1 Any parent wishing to make a complaint or raise a concern should speak with a member of staff or manager. A verbal acknowledgement will be made as soon as possible. Written acknowledgement will be made within 14 days.

**Stage** 2 If this does not have a satisfactory outcome or the concern recurs, the parent/carer can put their concern/complaint in writing addressed to the setting manager and or the chair of the management committee. This should be in an envelope marked as confidential and handed in to the office. Again, verbal acknowledgement as soon as possible and written within 14 days.Most complaints should be able to be resolved at stage 1 or stage 2. The acknowledgment letter will make clear any action plan or resolution and will in most cases be the conclusion to the concern/complain

**Stage** 3 The parent can request a meeting with the manager and or chair of the management committee. An agreed written record of the discussion will be made. All parties present should sign the record and receive a copy. If all are in agreement and the issue has been resolved, this signed record signifies that the procedure has been concluded.

**Stage** 4 If at the stage 3 meeting the parent and the setting cannot reach an agreement, an external mediator is invited to help settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help define the problem, review the action taken so far and suggest further ways in which it might be resolved.Staff and other management committee members within the setting and Childcare Services are appropriate persons to be invited to act as mediators. The mediator will keep all discussions confidential. He/she can hold separate meetings with the management and parents, if this is decided to be helpful. The mediator will keep an agreed written record of any meetings that are held and of any advice they give.

**Stage** 5 When the mediator has concluded their investigations, a final meeting will be held between the parent, manager and chair of management committee. The purpose of this meeting will be to reach a decision on the action to be taken to deal with the concerns. The mediator’s advice is used to reach this conclusion. The mediator can be invited to join this meeting if all parties think it will help a decision to be reached.

A record of this meeting will be recorded, including the action to be taken. Everyone present should sign the record and receive a copy. This signed agreement will signify that the procedure has concluded. Completed complaint forms will be kept in the office at the Playcentre.

If the parent/carer feels they are unable to address the complaint to either the management or the chairperson, they can make a complaint to CIW. therefore, if the complaint is not dealt with to your satisfaction please write to

**CIW (Care Inspectorate Wales)**

North Wales Region, Government offices, Sarn Mynach, Llandudno Junction, Conwy, LL319RZ. Telephone Number: 0300 790 0126

**Safeguarding and Child Protection**

**SPOA**

For concerns about Wrexham children and young people

Contact SPOA

Ring the Duty Social Worker on 01978 292039 during the day Monday to Friday or 0845 0533116 at night and weekends, to report any concerns or you can e-mail them at

**North Wales Safeguarding Board** (NWSB) is a statutory multi agency partnership responsible for co-ordinating and monitoring the effectiveness of work undertaken to safeguard children and young people. It brings together representatives of each of the main agencies responsible for helping to protect children and young people from abuse and neglect.

They are very keen to hear your views about safeguarding policy and practice, so please contact them via their website http://www.northwalessafeguardingboard.wales.The system enables any member of the multi-agency system, members of the public, children and young people to raise issues, concerns and compliments in respect of safeguarding activity to the North Wales Safeguarding Board Chairperson.

**PARENTAL INVOLVEMENT**

**COMMITTEE**

The Playcentre is a charitable not-for-profit organisation and as such is managed by a Committee who are elected **VOLUNTEER** parents. The committee is made up of three key officers (Chairperson, Secretary and Treasurer) together with a minimum of four other elected members. We ALWAYS need new committee members so if you are interested, have any skills you want to share or even just some spare time, please come and talk to us. An active committee is critical to the sustainability of the Playcentre so any level of support is greatly appreciated.

We hold regular meetings and encourage parents to attend where possible. Meetings will be announced by way of a notice in the Playcentre and also on our facebook parents page. An Annual General Meeting (AGM) is held each year to report on the operating and financial position of the Playentre. It is imperative for the Playcentre that we have as many parents attend this meeting as possible to represent a quorum. We welcome support and look forward to seeing you there.

If you are interested in helping, here are a few roles that you can think about:

**Committee positions:** This involves meeting on a regular basis to discuss the day to day running of play centre and involvement in fundraising activities.

**Garden and building maintenance:** Keeping on top of garden and general building maintenance, such as painting, repairs, mowing grass, weeding borders and hedge cutting

**Ad hoc:** Helping with events and fundraising.

**IF YOU HAVE A PARTICULAR SKILL, BE IT CREATIVE OR PRACTICAL PLEASE COME AND SEE US! ANY AND ALL HELP WILL BE THOUGHLY APPRECIATED.**

The Playcentre not only positively encourages parent involvement. We are also firm advocates of working in partnership with parents to ensure consistency between your child’s care at home and at play centre. If you do have any spare time and would like to volunteer at the Playcentre, please talk to our staff or one of our committee members. As a volunteer, you would need to have a DBS check, which would be carried out at no cost to you. Volunteering is an ideal opportunity for you to gain first-hand experience of how the Playcentre is run. We welcome new ideas and are always open to suggestions on how to improve our service for your children.

**FUNDRAISING**

Fundraising is a vital part of what the committee do. All the money that we raise is injected back into the Playcentre to purchase new resources (toys, equipment,etc) and also invest in building and outdoor improvements. In order for us to keep our fees down we need to fundraise regularly and so ask for your participation in fundraising events. We aim to raise a minimum of £5000 each academic year to help ensure that any rises to fees are kept to a minimum. If you would like to recommend fundraising ideas, people or businesses who could donate a raffle prize or equipment to the Playcentre, or know of something that would benefit the Playcentre financially then please talk to a member of staff. For those who work for large organisations ask us about ‘match funding’ for events and fundraisers.

We are always grateful for monetary donations no matter how large or small. We are also grateful for donations of practical items that will keep our running costs down. There is a list of resources needed on the notice board.

**ENROLMENT AT PLAYCENTRE**

There are a number of forms to complete within this pack these must be returned to play centre as part of the enrolment process.

The following forms will give us all the information we will need you to supply us with. They need to be completed as comprehensively as possible and signed by you in the appropriate places. Please fill in two copies of each. Return one full set completed to the Playcentre and keep the other completed set for your records.

All forms must be returned to play centre prior to your child attending. Once the completed forms are received we will be able to allocate your child a place at play centre.

Should you have any queries regarding any of the forms or content of this welcome pack, please contact any of the following people to discuss.

Rachel Harris, Play Centre Manager

Sarah Evans, Chair Person

All forms will be kept on file in accordance with our data protection policy.

**APPLICATION FORM FOR OVERTON PLAYCENTRE**

|  |  |  |
| --- | --- | --- |
| Name of Parent: |  | |
| Name of child: |  | |
| D.O.B of child: |  | |
| Gender: | Male | Female |
| Address: |  | |
| Contact Numbers: | Home | |
|  | Mobile | |
|  | Work | |
| Email |  | |
| Religion |  | |
| Ethnic Origin |  | |

**Please tick all sessions you would like your child to attend.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Session** | **Times** | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri.** |
| Breakfast | 8am – 9am |  |  |  |  |  |
| AM | 9am – 11.30am |  |  |  |  |  |
| Lunch | 11.30am – 1pm |  |  |  |  |  |
| PM | 1pm – 3.30pm |  |  |  |  |  |
| Half Day | 9am – 3.30pm |  |  |  |  |  |
| Wrap around care | 3.30pm – 6pm |  |  |  |  |  |
| Full Day | 8am – 6pm |  |  |  |  |  |

|  |  |
| --- | --- |
| Intended start date |  |

**Preferred Payment Method (Please tick)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cash/Cheque |  | Direct Debit |  | Standing Order |  | Childcare Vouchers |  |

All forms **MUST** be received before your child attends play centre.

Parent Signature ............................................................ Date ..............................................

**Please return completed application forms along with deposit to:**

**Overton Playcentre, School Lane, Overton, Wrexham, LL13 0ES**

**CONSENT FORM**

**OVERTON PLAYCENTRE**

|  |  |
| --- | --- |
| CHILD’S NAME |  |

|  |  |  |
| --- | --- | --- |
| ST. MARY’S SCHOOL, OVERTON | | |
| I give my permission for staff of Overton Playcentre to collect/take my child to/from St. Mary’s School, Overton. | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
| OUTINGS | | |
| I give permission for the staff and DBS checked parents and volunteers of Overton Playcentre to take my child on local outings within walking distance of the play centre. | **YES** | **NO** |
| **Notes:**  The adult/child ratio will always follow CIW Standards. A note will be left on the Playcentre door to inform parents of our destination and estimated time of return.  In the event of a non local planned excursion from play centre we will provide parents with a separate permission form to complete. | | |

|  |  |  |
| --- | --- | --- |
| PERMISSION TO KEEP AND SHARE RECORDS | | |
| I give permission to Overton Playcentre to keep records and share these with the next setting your child attends. | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
| **PLEASE LIST THE PEOPLE WHO WILL BE RESPONSIBLE FOR COLLECTING YOUR CHILD FROM OVERTON PLAY CENTRE** | | |
| **NAME** | **TEL** | **RELATIONSHIP TO CHILD** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| PARENT NAME: | DATE: |
| PARENT SIGNATURE: |

**OVERTON PRE-SCHOOL PLAYGROUP AND PARENTAL CONTRACT.**

Overton Playcentre is committed to providing a quality pre-school education for your child. To help us achieve that goal we ask that we form a partnership which will meet all the needs of your child and ensure that between us they will have the best quality pre-school available.

|  |  |
| --- | --- |
| **Session times** | 9am -11.45am / lunch club 11.45-1pm / 1pm-3.30ppm /  Wrap around care from 8am – 9am and 3.30 -6pm  Please arrive promptly for the beginning and end of each session. |
| **Sickness**  **and**  **Holiday allowance** | Following illness your child(ren) must be 48 hours clear before returning to the playgroup. Please see Department of Health recommendations for ‘childhood illnesses’ on display at the play centre. Medicines can be administered only with prior agreement of play centre staff. See health and safety policy for full guidelines.  Please give at least two weeks’ notice in advance for any holidays. |
| **Health** | Staff **MUST** be informedof any food allergies and special dietary needs. |
| **Contact numbers** | A minimum of two emergency contact numbers must be made available in case of any emergencies. Please be reassured that the play centre will always inform you if your child is distressed in any way. |
| **Discipline** | Good behaviour and discipline is essential to the smooth running of the group. Children will be encouraged to share and learn self discipline with the application of positive reinforcement. We trust that parents will support the staff in encouraging acceptable behaviour. Please refer to our behaviour and discipline policy for further information. |
| **Equal opportunities** | Overton Play Centre agrees to value all children equally and value their right to be different and excel in different ways and we offer equal opportunities to all. |
| **Fees** | These must be paid on a weekly, monthly or per term basis in advance. All monies must be entered into the cash folder and signed for by yourself and a member of staff. At present there is no charge made if your child does not attend play group due to illness or for 2 weeks (pro rata) holiday previously booked. All other absences must be paid for. |
| **Complaints** | If you are uneasy about any aspect of the groups provision you should talk over any worries or concerns with the group manager or the chairperson of the committee. A full complaints procedure is on display with the policy documents at the play centre and on the website. Details of how to contact the Care Inspectorate for Wales can also be found in said policy. |
| **Policies** | We would appreciate if you could spare the time to read through all the policies before your child starts at playgroup. Please sign below to verify that you have read and are aware of the policy documents. |
| **Parental Involvement** | **Overton Playgroup is managed and run by parents.** As such we encourage parents to take an active role in supporting the group. **We therefore hope that you will attend Playgroup meetings and support us in fundraising events, both of which are vital for our survival.** |

|  |  |  |
| --- | --- | --- |
| **Child(ren) name** |  | |
| **Parent signature** |  | |
| **Manager Signature** |  | |
| **I have read and am aware of Overton Playcentre policies** | **YES** | **NO** |

**Child consent form**

**for the use of photographs in Overton Playcentre**

From time to time at playcentre we would like to take photographs of your children in action and play. We do this to record their development and learning experiences. We make use of them in displays and artwork inside the playgroup, day care advertisement or promotion and fundraising events, etc. outside of playgroup and within the local district. They will also be used for staff training and assessment folders.

Please note that photo’s would **never** be used in publications, i.e. newspapers, or on the internet without separate agreement of the parent.

Please indicate below if you are happy for your child(ren) to be photographed.

For any further clarification please speak to Rachel Harris (Playcentre Manager)

**I do / do not** give consent for my child(ren) to be photographed and for those photographs to be used in any of the ways stated above.

|  |  |
| --- | --- |
| Child’s name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent’s signature: |  | Date: |  |

**Parents retain the right to withdraw consent at any stage,**

**and they need to do so in writing.**

**CHILD MEDICAL FORM**

|  |  |
| --- | --- |
| **CHILD’S FULL NAME** |  |
| **DATE OF BIRTH** |  |

**EMERGENCY DETAILS**

**In case of emergencies we require two contacts. Please give details of both contacts in order of priority.**

|  |  |
| --- | --- |
| **CONTACT 1: NAME** | |
| **TEL: HOME** | **ADDRESS:** |
| **TEL: WORK** |
| **TEL: MOBILE** |

|  |  |
| --- | --- |
| **CONTACT 2: NAME** | |
| **TEL: HOME** | **ADDRESS:** |
| **TEL: WORK** |
| **TEL: MOBILE** |

|  |
| --- |
| **EMERGENCY FIRST AID** |
| **I, the parent/guardian of the above named child give permission, in the case of an emergency, to a member of Overton Pre-School and Play Centre to administer first aid and or accompany my child to hospital in the event of being unable to contact me.** |
| **Signature: Date:** |

|  |  |
| --- | --- |
| **Please give details of any medical information that we should know about. If you are unsure of anything please speak to Margret.** | |
| **Allergies:** | **Additional needs:** |
| **Diet restrictions:** | **History of Convulsions / Fits: Yes / No**  **If Yes please provide details and dates** |
| **Illness:** | **Other:** |

**IMMUNISATION HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Immunisation** | **Date** | **Immunisation** | **Date** |
| **8 WEEKS** | | **12 MONTHS** | |
| **DTaP / IVP / Hib** |  | **Hib / Men C** |  |
| **PCV** |  |  |  |
| **12 WEEKS** | | **13 MONTHS** | |
| **DTaP / IVP / Hib** |  | **MMR (1st dose)** |  |
| **Men C** |  | **PCV** |  |
| **16 WEEKS** | | **3 – 5 YEARS** | |
| **DTaP / IVP / Hib** |  | **MMR (2nd dose)** |  |
| **Men C** |  | **DtaP / IPV or dTaP/ipv** |  |
| **PCV** |  |  |  |
|  |  | **Any other** |  |

|  |  |
| --- | --- |
| **Name of GP**  **Surgery Address**  **Tel** |  |

|  |
| --- |
| **PARENT SIGNATURE DATE** |

**SUN PROTECTION**

At Overton Playcentre we want your children to enjoy outside play safely. In the summer months the sun’s rays are particularly strong and without adequate protection over time they can damage your children’s skin. This may not seem like a problem now, but sadly it can lead to problems later in life. Your child’s health and well being are very important to us, and for this reason we have a sun protection policy in place. The full version of the policy is available for you to read in Playcentre.

We actively encourage children to wear a hat when playing outside. Parents should provide their child with a wide brimmed or other suitable hat. To avoid confusion we ask that you write your child’s name in the hat to identify it. We do have a limited supply of spare hats if you occasionally forget!

We also have a bottle of sunscreen kept on the premises for use on the children. It will be of a reputable brand and be of no less than 25 SPF. If you have a specific preference to sun cream you can provide us with a bottle for sole use on your child. Please make sure the bottle is labelled clearly with your child’s name.

|  |
| --- |
| I agree to the staff at Overton Playcentre applying sunscreen to my child.  I am happy for them to use the sun screen provided / I have provided my own clearly labelled bottle for the sole use of my child \*\* |

|  |  |
| --- | --- |
| **NAME** |  |
| **My child has / has not \*\* any known allergies to any sunscreen products.**  **Please list any products if allergy applies.** |  |

|  |  |
| --- | --- |
| **PARENT NAME:** | **DATE** |
| **PARENT SIGNATURE:** |

**\*\* delete as appropriate**

**For office use only:**

|  |  |  |
| --- | --- | --- |
| **Own sunscreen provided:** | **YES** | **NO** |
| **Parents happy to use Play Centre sunscreen:** | **YES** | **NO** |

**KEYWORKER –**

**THIS FORM WILL BE COMPLETED BY STAFF AND GIVEN BACK TO YOU FOR YOUR RECORDS**

On admission each child will be designated key worker. This is a member of staff who is of prime importance to your child, acting as a link between home and nursery. They will address any queries or concerns that you may have. They are in charge of overseeing your child’s care as well as their emotional and physical well-being. Our routine allows your child plenty of one-to-one contact with their key worker. Observation and planning are crucial to ensure that the full range of the children’s development and learning is supported and extended. Your child’s key worker will record observations and assessments to build on the child’s existing knowledge, skills and understanding. Children who are with us for their ***Early Education will have a ‘dyma fi’*** / ‘this is me folder’, this will be given to parents at the end of term before the child attends school. This folder is also used as a link between ourselves and St. Mary’s (or your chosen school) as it provides the next setting with an observational record of your child’s needs and capabilities.

|  |  |
| --- | --- |
| **CHILD’s NAME** |  |
| **ALLOCATED KEYWORKER** |  |

For Office Use:

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for choosing Overton Playcentre as your childcare provider.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been allocated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as his/her Keyworker. They will be responsible for recording the progress your child makes throughout their time with us. You will receive your child’s Keepsake folder at the end of the Summer term when your child leaves for school, in it you will have a record of your child’s time with us. There will be opportunities throughout the year to look at your child’s folder.

**Child consent form**

**for the use of photographs on our**

**WEBSITE**

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Setting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child.

*Please circle your answer*

May we use your child’s photograph in the Playcentre

Prospectus and other printed publications that we

produce for promotional purposes? **Yes / No**

May we use your child’s image on our website? **Yes / No**

Are you happy for your child to appear in the media?

(such as Overton Oracle, including its online publication etc.) **Yes / No**

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

Parent’s or

guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s or

guardian’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_