

St James Playcare Ltd: Record of Information (Confidential)

Childs Legal Surname _____

First Name: _____

Middle Name(s) _____

Gender: Male Female

Home Address _____

Postcode _____

Date of Birth _____ / _____ / _____

Home Telephone No _____

Mobile _____

Work Telephone No _____

Email Address _____

Name of Parent(s)/ Guardian who has legal Responsibility for Child: _____

Ethnicity (please tick appropriate)

- White: British
- White: Irish
- White: Traveller or Irish Heritage
- White: Other
- White: Gypsy/Roma
- Mixed: White & Black Caribbean
- Mixed: White & Black African
- Mixed: White & Asian
- Mixed: Other
- Asian or Asian British: Indian
- Asian or Asian British: Pakistani
- Asian or Asian British: Other
- Black or Black British: Caribbean
- Black or Black British: African
- Black or Black British: Other
- Chinese
- Any other Ethnic group
- Prefer not to say

First Language English
 Other (please state) _____

Nationality: _____

Parental and Emergency Contact Details (Local)

Parent 1	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility	Emergency Contact
						Yes/No	Yes/No
Address					Email		
Home Phone		Mobile		Work Phone		Main Phone No	

Parent 2	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility	Emergency Contact
						Yes/No	Yes/No
Address					Email		
Home Phone		Mobile		Work Phone		Main Phone No	
	Title	First Name	Surname		Relationship to child	Parental Responsibility	Emergency Contact
						Yes/No	Yes/No
Address					Email		
Home Phone		Mobile		Work Phone		Main Phone No	

3 rd Contact	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility	Emergency Contact
						Yes/No	Yes/No
Address					Email		
Home Phone		Mobile		Work Phone		Main Phone No	

Medical Authorisation/Consent at St James' Playcare Ltd

Do you give Permission for practitioners at St James' Playcare Ltd to give emergency medical treatment if necessary.

Yes No

Do you give Permission for practitioners at St James Playcare Ltd to Administer First Aid in an Emergency

Yes No

Do you give permission for your child to receive medical attention at hospital if the need for such attention is immediate?

Yes No

Medical Details

Doctors Name _____

Address _____

Telephone Number _____

Do you consider that your Child has a disability? Yes No

Do you consider that your child has special needs? Yes No

If answering yes to either of the above, please give details:

Medical Conditions

Please provide details of any medical conditions or dietary requirements that St James' Playcare should be aware of and any emergency action that should be taken. (e.g. Asthma, Allergies to bee stings, nuts or particular Medicines, etc.)

***For on going Health/medical Requirements please fill in relating Child's Medical Health Plan.**

Authorisation and Consent at St James' Playcare Ltd

Please read the Following Statements Carefully and if you do not consent, please delete appropriate

1. I agree to abide by the terms and conditions on the registration form
2. I give my consent for my child to travel in the St James insured vehicle for school collection or in bad weather conditions etc.
3. I give consent for the staff at St James' Playcare Ltd to apply my child's own Sun Cream
4. I give consent for St James' Playcare Ltd practitioners to give my child medication prescribed by a doctor; following a medication form has been completed with necessary information about the medication.
5. I give consent for St James' Playcare Ltd practitioners to style my child's hair, help dress etc (activities such as role play, dressing up and parties involving our practitioners supporting and enabling your child to get ready.
6. **Photographs:** Within the Ofsted Standards of the Early Years Foundation Stage EYFS (DfE, 2014), your child's development profiles require proof of activities undertaken via Photograph. I give my consent for the staff of St James' Playcare Ltd to take photographs of these activities. (Photographs will only be used within St James' Playcare Ltd) When your child leaves St James' Playcare Ltd the development folder is yours to keep, treasure and see how your child has progressed and developed throughout their time at St James' Playcare Ltd.

If you do not wish to consent to a certain statement, please delete as appropriate and please state the reason and how we can ensure the safeguarding of your child.

Signed Parent on Named Child: _____ Date: _____

Signed Manager of St James' Playcare Ltd _____ Date: _____

St James Playcare Ltd: Parent(S)Guardians Contract (Confidential)

This contract aims to give you the Parent(s)/Guardian information about St James' Playcare Ltd
For Clarity after School and Before School Care is offered on a **contract basis**. The information provided is what you as a parent expect from our Playcare and as a service provider, what we expect of you the Parent/Guardian.

Mission Statement

Here at St James' Playcare our aim is to provide quality out of School Care and Holiday care for Children aged from 4 Years to 12 Years. A Quality Childcare can be defined as the reliable provision of a safe and stimulating environment with a warm and friendly atmosphere, supervised by caring, experienced and professional staff. Our Playcare is purpose built to provide children with a safe and secure environment, where our emphasis is on your child's happiness and enabling them to develop in a caring and relaxed atmosphere.

Before and Afterschool Care Holiday Care

Our Playcare runs from 2 age appropriate rooms. Under 8's and over 8's this allows our children to develop at their own rate and play with resources that have been specifically obtained and a room that has been designed and developed for their ages appropriate needs
Breakfast Club Starts at 7.00 and the sessions ends when your child is taken to school for 9am. Within this early morning sessions, you can expect your child to be offered a healthy breakfast of toast, a large choice of cereals, milk, and fruit. Your child will be offered a calming and relaxed choice of activities to prepare them child for their day ahead. Your child will be supervised and taken into school, we endeavour to keep your child safe, secure and supported during their time with us. For children travelling in the Playcare vehicle, the same procedure applies, the children are transported to schools that are not within walking distance and escorted to school, and two members of staff will support and ensure your child is taken into their school. No child is ever left unattended and is handed over to a teacher in charge of the child's appropriate class.
Afterschool sessions start at 3pm till 6pm. The same procedures repeat on an evening, no child is left unsupervised, when collected from school and marked down in our diary we safely and securely escort them to the Playcare setting. Child are made aware when walking the importance of road safety and prompted when crossing the road at St James' School. The children will be greeted with a wide range of activities, resources and continual provision that the children can access at all times. Children are firstly offered a light tea, including Sandwiches, snacks and wide variety of fruit and vegetables. Drinks can be accessed by the children at all times during the Playcare Sessions.

Staff

We are a fantastic team who are all qualified to NVQ level 3 and 4 in Playwork and Childcare Learning and Development or working towards them. All Our staff are highly experienced and all have the relevant enhanced DBS checks and training in first aid and safeguarding children. All of our staff are excellent role models. They are sensitive to your child's needs and speak and communicate in a manner that they can understand. Our staff support and encourage your child to be the best of their ability showing respect and value at all times, providing stimulating activities and supporting them through their play experiences. We have specialist staff and SEN Co-ordinator who have vast knowledge and support for children with special educational needs. We offer a pick up and drop off service to local Schools such as; St James' Academy, Dane Royd, Mackie Hill, Hental Lane. Children are either walked or transported via our Playcare vehicle. Our vehicle is fully insured with a Specialist Childcare Insurance and all our staff who travel with the children are qualified and have First Aid training. A staffing Ratio of 1:8 will allow individual needs to be met without compromising general supervision. If you have any queries about your child whilst at St James' Playcare Ltd please do not hesitate to ask your child's Key worker.

Safety First

Every effort is made to ensure your child's safety. Please **be aware that your child is your responsibility once collected from staff**. Our Playcare environment outdoors is enclosed and secure with a bolted gate, fencing and hedging. We have a playhouse with a slide and a large area with all-weather Astro-turf, all efforts have been made within the Playcare setting to ensure that your child is safe and supervised at all times. The equipment has soft areas around that prevent serious injury and has foam padding on surrounding edges to prevent unnecessary injury. An in-depth risk assessment has been produced for each individual piece of equipment and is safety checked before every use. The risk factor is assessed when needed and in turn assessed termly. All outdoor equipment is well maintained to ensure there are no possible risks to your child.
Our indoor environment has a Yale lock access door where children cannot reach to unlock, staff only unlock doors within the Playcare setting. Please ensure that only you the parent access this lock to exit the Playcare setting, and that there is no tail gating. Please ensure that the **door is firmly closed behind you** and that the **gate is bolted on your exit**. When exiting the Playcare setting please ensure that it is your responsibility if you allow your child to return to play on outdoors equipment, we cannot be held responsible as your child was handed over to you. All in door areas in the Playcare setting are subject to termly risk assessments and all toys are thoroughly checked, cleaned and if soiled or broken are replenished as soon as possible. This is to ensure a clean and safe indoor environment. Please point out any hazards you notice to a member of staff thank you.
Dogs: Please do not bring dogs into St James Playcare Ltd, it is not appropriate, also we may have children who are allergic/frightened thank you.

Activities, Planning and Assessments

Within the under 8's playroom staff support and observe your child's play through the Early Years Foundations Stage Curriculum. Within the Playcare environment the EYFS standards have been adapted by Ofsted to meets the needs of our children and the Playcare setting, Ofsted have taken into account that children get the bulk of their EYFS at school and when accessing our setting, it is paramount that we meet your child's next steps within the time that they are at our Setting. Staff members have been on prior training to ensure that they have the most up to date knowledge to apply to our setting, these changes were amended in September 2012. Up to the age of 5 your child's skills are assessed in six areas of development. These include:

Early Years Foundations Stage areas of development:

prime areas of Personal, social and Emotional Development (P, S, E, D) Physical development and communication and language.

Specific areas of literacy, mathematics, understanding the world, expressive Arts and Design. We incorporate all these areas of development through observations of your child, we have a labelled booklet to explore how your child is developing and progressing in their time at St James Playcare Ltd.

Outside Equipment

At St James Playcare Ltd, we have a selection of outdoor play equipment available for the children to use. These pieces of equipment are designed to help develop children's co-ordination and manage appropriate risks and small challenges, as well as creative play with others.
If for any reason you do not wish for your child/children to use a piece of equipment, please tick the relevant box.

Climbing Frame Sandpit Slides (Height restricted) Pirate Ship See-Saw (Age-restricted)

Policies

Equal Opportunities

Everyone has a right to equality of opportunity. We strive to offer this by ensuring that each child undertakes appropriate activities daily and has their progress recorded. We also have written policies on equal opportunities and racial equality.

Special Education Needs

We welcome children with special needs which enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and aspirations. Inclusion has advantages for all children, and we are a fully inclusive Playcare setting that is here to support all children through play.

Safeguarding/Child protection

Here at St James' Playcare Ltd we have a duty to discuss any concerns which may arise about a child's safety or well being with social care direct. All schools and nursery school setting share this duty and have a senior Designated Person(s) whose responsibility it is

Our senior Designated People are: Susan Shaw (Manager) & Jonathan Shaw (proprietor) also Julie Darling (Assistant Manager)

It is an Ofsted recommendation that existing injuries are recorded. In the majority of cases this will serve no other purpose than to comply with the recommendation. We have a duty to all children within our care at St James' Playcare Ltd, and we will do our up most to ensure all children are protected at all times when in our care.

First Aid/Medication

Prior to any First aid or medication accessed or given at St James' Playcare Ltd. Parents and guardians must sign the full consent on the child's record of information for staff to administer and give medication, emergency treatment and First aid.

If it is Required that Playcare Staff are to be involved in the administration of any prescribed medication to your child, precise information needs to be documented with instructions of dosage, medication and administration times. This is to be supplied with the medication in addition with a signed medication form with consent from you the parent. This can be obtained by the manager of St James' Playcare Ltd in advance of the child starting the session. An Accident and incident file will be kept within the Playcare and will document any details of accidents and illnesses. The person collecting your child will be made fully aware of the situation at hand and then asked to fill in the supporting documents indicating details of any such accidents.

Behaviour

We have high expectations of all children at St James' Playcare Ltd and try to make it as easy as possible for them to behave well. We have a Zero Tolerance to unacceptable behaviour. This means that any untoward behaviour to our staff, and other children in the forms of Bullying, verbal abuse, physical abuse or general unacceptable behaviour. Our staff works on encouraging and rewarding positive behaviour. Rules are kept to a minimum at St James' Playcare Ltd, to create a fun, relaxed and stimulating atmosphere. However, children will be expected to follow instructions of staff, be courteous and be considerate of others and exhibit 'good behaviour'.

E-Safety and Photographs and No Mobile Phones allowed

No member of staff, Parent/ Guardian or Child accessing St James' Playcare Ltd will take any photographs, record or display any information about St James' Playcare Ltd, the children and families using the service online, on social media websites, on Mobile phones, or gaming devices. (E.g. D.S CONSOLE) St James' Playcare Ltd, do the utmost to ensure all children are protected and safeguarded at all times. We have an extensive safeguarding policy that outlines what is expected of our setting and staff when protecting children, staff go on regular training to ensure that we work to the best of our ability. Staff have a strong understanding that under no circumstances do they make any reference to St James' Playcare Ltd, about the children, families, facilities or the setting online or on social media networks. We also expect you the parent(s)/Guardian, families and children who may have access to these types of social media to act accordingly about St James' Playcare Ltd. Children are expected not to bring in any devices that can access the internet, take photographs, as well as these devices being extremely expensive, we will not take responsibility for loss or breakages, but also, they can take photos, breach confidentiality and access the internet. Staff have strict guides on when they are allowed the use of their mobile telephones, when accessing the Playcare setting all phones are stored away in a locked filing cabinet and when playing outdoors with the children during sessions the setting have 4 walkie talkie monitors that staff can communicate through. It is paramount at St James' Playcare Ltd that all children will be safeguarded at all times; this is a main factor within our Safeguarding Policy. When collecting your child/children always greet your child with a smile not a mobile.

Late Collection of Child

As this can have implications for staffing ratios, we ask that you avoid late collection wherever possible. As you are aware St James' Playcare Ltd closes at 6.00pm. All children must be collected by this time, understandably accidents do occur and we appreciate that you may arrive after 6 which we will not charge for, but if this is a regular occurrence, we will obviously charge an extra £10.00 for every late arrival.

Payment

All bills are put on the notice board, payment must be made before the end of the month, if you are experiencing difficulties paying, please let the manager know at your earliest convenience, and we will be able to come to some arrangement. If payment isn't made in full, a £10.00 late payment charge will be added to your bill weekly.

We accept Cheques, cash and we also accept a wide range of vouchers.

Holiday Calendar

At St James Playcare Ltd, we follow St James Academy's school calendar, which includes inset days and the start/end holiday dates. We are open in all holidays besides the December/January break and bank holidays where we close, and any other unexpected closure will be result in parents being notified.

Cancellation in attendance

All booked places must be paid for, if you wish to give full notice of your contract termination, four weeks written notice is required.

Session cost at St James' Playcare Ltd:

<u>Am 7.00am-9am</u>	<u>£5.50</u>
<u>Pm 3pm-6pm</u>	<u>Collection before 6pm - £10.00</u> <u>*Ad-hoc places - £11</u>
<u>Holidays 7.00am-6pm</u>	<u>£27 – per child, per day</u> <u>*Ad-hoc prices – £28</u>

Contracted sessions at St James' Playcare Ltd (please tick appropriate days):

<u>Contracted sessions to be attended</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Am</u>					
<u>Pm</u>					

I the Parent(s)/Guardian of the named child on this document, accept that I have thoroughly read and understood this important information. I confirm that the information is correct. I accept all the terms and conditions stated by St James' Playcare Ltd on this document.

Signed parent(s) Guardian: _____ Date: _____

Signed Manager St James' Playcare Ltd: _____ Date: _____

OFFICE USE ONLY

Admission Date: _____