



Dear Parents/Carers

Play Place are pleased to be taking over the successful afterschool club at Great Chart from Tuesday 3<sup>rd</sup> September 2024 and bringing the brilliant, current afterschool staff team with us. Our 'Big Idea' is that 'Everyone Counts' and our mission is to offer people tailor-made activities that empowers them to achieve their full potential – regardless of their circumstances which we believe links closely with the ethos at Great Chart Primary School.

### **An introduction to us...**

We are a well-established, family-run group of nurseries and after school clubs in and around Croydon and Kent. We have seven early years settings and six after school clubs now in our group having grown since Play Place Childcare was first formed in 2001.

Each setting is individual with unique qualities, but have the same core values:

- The children are at the heart of everything we do.
- Our staff are qualified and/or experienced and very enthusiastic.
- All aspects of the Play Place curriculum are delivered to Ofsted standards.
- Our fees represent very good value for money.
- We have lots and lots of fun, come and visit us to see.

### **In our groups we follow some basic principles:**

- We promote a positive approach and an awareness of our communities. We use a workshop approach to learning, and therefore promote creativity and learning through making choices.
- Our curriculum is designed to meet Ofsted standards - and our settings are rated as either 'good' or 'outstanding'.

We have an open door approach and want our groups to be a place for the whole family to feel welcomed. We understand that after a full day at school, children need a home from home environment to relax, have fun and socialise with their peers and staff. We will be providing this through a large selection of toys, equipment, and resources - so children can play in a happy, welcoming, and safe environment.

In all our settings, we promote healthy eating and snacks. We also cater for children's preference and dietary needs and use this information to create a menu alongside the children.

We hope for this to be a smooth transition for pupils already attending the afterschool sessions alongside those who are new to the school / afterschool club and we are pleased to say that fee's will be staying the same for the next academic year. We look forward to getting to know you and your families more and please speak to the school, the team at the afterschool club or contact us on [greatchart@playplace.org](mailto:greatchart@playplace.org) for more information.

Kind Regards,

Play Place



## Play Place After School Club – Great Chart

### Fingertip Facts

**Ofsted URN:**

**Ofsted Rating:** Awaiting inspection.

### Play Place After School Club

*Great Chart Primary School*

*Hoxton Close,*

*Ashford,*

*Kent,*

*TN23 5LB*

**Telephone:** 01689867366 / (Afterschool mobile number to be confirmed)

**Email:** [gretchart@playplace.org](mailto:gretchart@playplace.org) / [info@playplace.org](mailto:info@playplace.org)

**Opening times:** Term Time

Monday to Friday (Term time only)

3pm - 6pm

**Manager:** Jodie Goddard

**Deputy Manager:** Bethany Castle

At Great Chart:

- The club is fun.
- We have a relaxing 'chill out' environment.
- We have a friendly, caring staff team, who support each other.
- We have a good relationship with the Head teacher and staff at the school.
- We enjoy taking part in themed activities using the children's interests.
- There are solid partnerships with other agencies.
- Child-led play is the name of the game.
- We serve a light tea.

### Fees and funding structure

Fees are pay for place

Fees are invoiced at the end of every half term; these must be paid within two week of the term starting and will be sent out via a nursery management system.

Funding is made available directly through the setting

We accept all forms of childcare vouchers.



## Term dates

These are available at the parent's information point and will follow the school's term dates.

## Teatime and snacks

*Things to know:*

If your child brings refreshments for afterschool club, please can these be labelled.

We have a no nut policy, please be aware that some foods contain hidden nut ingredients

We encourage healthy eating following a balanced diet.

We are happy to discuss dietary needs and requirements.

We provide a light tea daily in which we encourage children to help us with

Our menu's are available for parents/carers to see,

## The early days at After School Club

Staff will be on hand to support children and there will be opportunity for parents to meet their child's keyworker and have time to share information. We will be there to help settle your child and meet them at their classrooms in the school or the agreed meeting point.

Children spend a considerable amount of time at school and it's important that some of that time is spent at play, play is the key focus for the children at the after-school club. Children are encouraged to be imaginative and creative in their play. Through our child lead activities and planning we encourage and enable opportunities for children to reason, make choices and be expressive. This supports children through social opportunities which create a fun and relaxed environment.

## Items to provide

Please provide:

- Change of clothing (Labelled)
- Seasonal sun hats and lotions/welly boots coats gloves (Labelled)
- Coat/cardigan/fleece for daily use to wear for outdoor play (Labelled)

## Safeguarding

Everybody has a duty of care to maintain and uphold Play Place safeguarding and child protection policies. We are required under law to report and share any concerns of safeguarding or harm that happens to a child or adult



We maintain confidentiality and can support and signpost families where further intervention maybe required.

Play Place staff are Disclosure and Barring checked (DBS) and we ask all staff to be on the update system for yearly checks.

We do risk assessments to maintain a safe environment.

Please read our policies and procedures that give a comprehensive guidance to our safeguarding and child protection procedures.

We work with the school senior leadership team and teachers to enable a route of clear communication in relation to safeguarding and children's day to day.

### **How do I register my child for the afterschool club?**

Please hand your completed application pack back to the afterschool team or email it to them directly at [gretchart@playplace.org](mailto:gretchart@playplace.org).

The team will let you know the most up to date availability for each session.

For ad-hoc/emergency placements - these must be agreed with the management team at the afterschool club and is dependent on capacity at each session.



## Play Place Application Form

|              |  |
|--------------|--|
| Setting name |  |
| Start date   |  |
| Keyworker    |  |

### Child's Details

|                           |  |               |
|---------------------------|--|---------------|
| Child's First Name        |  |               |
| Child's Middle Names      |  |               |
| Child's Surname           |  |               |
| Child known as            |  |               |
| Date of birth             |  | Starting Age: |
| Address where child lives |  |               |
| Postcode                  |  |               |

### Heritage

|                          |  |
|--------------------------|--|
| Child's nationality      |  |
| Child's religion         |  |
| Languages spoken at home |  |
| Festivals celebrated     |  |

### Child's Health

|                           |  |
|---------------------------|--|
| Doctor's Name             |  |
| Doctor's Address          |  |
| Doctor's telephone number |  |



|                                |  |
|--------------------------------|--|
| Health visitor Name            |  |
| Health visitor /Clinic details |  |
| Social Worker Name             |  |
| Social Worker contact detail   |  |

|   |  |
|---|--|
| Please list all inoculations that your child has had. |  |
| Medical conditions or needs                           |  |
| Dietary requirements or conditions                    |  |
| Known allergies or reactions                          |  |

**Parent 1 Information**

|                            |  |
|----------------------------|--|
| Parent Name                |  |
| Relationship to the child  |  |
| Parent's home address      |  |
| Home telephone number      |  |
| Mobile phone number        |  |
| Email address              |  |
| Workplace address          |  |
| Workplace telephone number |  |
| Workplace email address    |  |
| National Insurance number  |  |
| Benefits/funding/vouchers  |  |
| Nationality                |  |

## Parent 2 Information

|                            |  |
|----------------------------|--|
| Parent Name                |  |
| Relationship to the child  |  |
| Parent's home address      |  |
| Home telephone number      |  |
| Mobile phone number        |  |
| Email address              |  |
| Workplace address          |  |
| Workplace telephone number |  |
| Workplace email address    |  |
| National Insurance number  |  |
| Benefits/funding/vouchers  |  |
| Nationality                |  |

## Responsibilities

|  |  |
|--|--|
| Who has parental responsibility                        |  |
| Who does the child live with                           |  |
| Who will regularly collect your child from the setting |  |

|   |  |
|---|--|
| Childminder/other childcare provision & Address |  |
| Telephone number                                |  |



## Emergency contacts

TWO emergency contacts are required who live locally, who we can release your child to in an emergency.

| Name | Address | Telephone number | Relationship to your child | Security password for collection | Consent to share emergency contact information with Play Place |
|------|---------|------------------|----------------------------|----------------------------------|--|
|      |         |                  |                            |                                  |  |
|      |         |                  |                            |                                  |  |

## Marketing

|                           |  |
|---------------------------|--|
| How did you hear about us |  |
|---------------------------|--|

|                       |  |
|-----------------------|--|
| Any other information |  |
|-----------------------|--|

|  |                   |       |
|--|-------------------|-------|
| I declare the information I have given is true and correct | Parent signature: | Date: |
|--|-------------------|-------|





## Declarations

**Child's Name:** ..... **Parent Name:**.....

**Health:**

In the unlikely event of an accident or an emergency we will administer emergency first aid and seek further medical assistance as required.

Parent signature:

Date:

**Safeguarding:**

Child safety and family need is a key part of our service. We will work with families to support and signpost to other external agencies in times of need. This may require sharing information within our policy structure.

Parent signature:

Date:

**Outings**

Outings and trips give children the opportunity to learn about the wider world, their environment and community.

On occasions we may take the children out to the park, local shops, community events.

I do not wish my son/daughter to participate in outings that are held outside of the afterschool club

Parent signature

Date

I am happy for my son/daughter to participate in outings that are held outside of the afterschool club.

Parent signature

Date

**Media:**

We take photographs/video of the children for advertising and marketing through the internet and social media sites such as [www.playplace.org](http://www.playplace.org), Facebook, Twitter.

Please sign in the boxes to give consent for your child

Photographs displayed at the setting

Parent signature

Date

Photo's/video posted on Play Place Facebook pages

Parent signature

Date

Photo's/video posted on Play Place Twitter account

Parent Signature

Date



|  |                  |      |
|--|------------------|------|
| Photos/video posted on Play Place Website  | Parent signature | Date |
| I give consent for Play place to inform me and send me information through email and communication systems | Parent signature | Date |
| Photos/videos to be shared with the school   | Parent signature | Date |
| Parents email address-to access child's information  | Email address    |      |

**Policies and Procedures:**

Play Place polices are a working document that safeguard families who use our provision. Policies are always available for parents to read, these can also be found online at [www.playplace.org](http://www.playplace.org).

Please confirm that you accept and abide by Play Place policies.

Parent signature:

Date:



## Terms and Conditions of Placement - After School Provision

**This agreement is made between the child's main parent/carer and the setting.**

### Attendance

- I will complete the application process for my child and will inform the setting of any changes. I will enclose a copy of their birth certificate
- I will inform the setting of my child's absence if they are unable to attend on the day
- I understand that in signing this form, I am responsible for ensuring my child uses the number of hours indicated to the provider. If my child does not attend on a regular basis then the allocated hours may be withdrawn
- I will give notice of 4weeks if I resign my child's placement at the setting

### Health

- I will inform the setting of any infectious illness and will refrain from attending the setting if my child is unwell.
- I will inform the setting of any accident/ injuries my child may acquire.

### Finance

- I will make payment of fees at the agreed time. Lack of payment will result in termination of placement.
- I will inform the setting if I am going to be late to collect my child.
- Continuous late collection of more than twice in any half term period will result in a late fee of £20 for each occasion this happens.
- I accept that debt collection services will be instructed to reclaim outstanding monies owed to Play Place.
- I am in agreement with the policies and procedures of Play Place After school provision.

### Delivery

- We will ensure that the setting is a warm and welcoming environment that allows your child to feel safe and secure.
- Your child will be cared for and their individual needs met.
- Is supported and nurtured and given opportunity to learn through play.
- We will keep you up to date on your child's attendance at after school club.
- We have an inclusive approach which takes a positive view on diversity and levels of ability, including those with additional needs and disabilities.



## Relationships

- As providers we will work closely with parents, carers, other family members and professionals.
- We will report safeguarding/child protection concerns and signpost post families requiring support. We will safeguard your child.
  
- We will keep you informed of any changes
- Termination of placement will occur if there is continuous lateness
- We will expect children to have respect and consideration for one another and conduct themselves in a respectable manner.

## Regulations

- We work to Ofsted regulations and requirements.
- We will inform you of Ofsted inspections and outcomes.
- We will make sure that your concerns and complaints are fairly investigated.

## Finance

- We will ask for fees to be paid within the agreed time frame.
- Late fees will be included on invoices

|                         |  |
|-------------------------|--|
| Setting name            |  |
| Childs name             |  |
| Start date              |  |
| Parent/carers name      |  |
| Parent/carers signature |  |
| Managers name           |  |
| Managers signature      |  |
| Today's Date            |  |