



Positive Learning Active Youth

Parents' Handbook

September 2022

ABOUT PLAY AT SALTDEAN LTD PROVISION

PLAY AT SALTDEAN LTD is registered with Ofsted (Registration No EY540916) and is based at Saltdean Primary school. The Provision is open from 3.00pm until 6.00pm weekdays, during term time. We also provide childcare in the school holidays.

PLAY AT SALTDEAN LTD uses the South hall and outdoor area's at Saltdean Primary school. We offer a number of engaging activities using flexible spaces indoors, the schools hard court, the field and the surround areas of the school.

Aims

At PLAY AT SALTDEAN LTD we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

PLAY AT SALTDEAN LTD EY programme follows the PLAY at Saltdean LTD work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including sport academies, dressing up, home corner, craft, board games, construction, physical PLAY at Saltdean LTD, cookery, and reading. In addition, other resources are available for the children to select from our equipment library.

What we provide

The food we provide at the PLAY AT SALTDEAN LTD is not intended as a substitute for a main evening meal, however children staying until 6pm will be provided with a simple evening meal as part of our provision. Please can you provide your child with a healthy snack, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table. Please see the attached menu.

Staffing

PLAY AT SALTDEAN LTD is staffed by a site manager Chris Emmet deputy managers Claire O'Brien/ Lawrence Sanded and at least six PLAY AT SALTDEAN LTD Assistants. In addition, we have volunteer staff. We aim to provide a smooth transition between school and after school provision. Three members of our staff are qualified and experienced teachers. Caroline Emmet is an experienced EYFS teacher, Chris was Head of PE at Longhill High School for 13 years.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:10 for children under the age of eight, and a ratio of 1:12 for children over the age of 8.

Staff also have designated roles:

Chris Emmet: Director, Equalities and Inclusion Co-ordinator, Health and Safety Officer

Chris Emmet: Fire Safety Officer, First Aid Co-ordinator

Caroline Emmet: Director, Special Education Needs Co-ordinator, Lead Child Protection Officer, Lead EYFS

Bex Coyne: Lead EYFS
Claire O'Brien: Deputy Child Protection Officer
Chris Emmet: Business manager
Claire O'Brien: EYFS Key Person

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the Site manager (contact details are at the back of this Handbook).

Organisation

PLAY AT SALTDEAN LTD is run as a small, private business, employing ten staff plus bank staff and volunteers. We enjoy a close working relationship with Saltdean Primary school in order to ensure continuity of care, and to maintain good communication links.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook as well as our website www.plaype.co.uk. Copies of the full policies are kept at PLAY AT SALTDEAN LTD and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

PLAY AT SALTDEAN LTD aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Business Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

The current fees are **£7.50** per child for the first session from 3:00 - 4:30pm, including all academies and **£15.00** for provision until 6pm, this includes a simple evening meal. Fees are payable in advance by cash or cheque, bank transfer (BACs) or childcare vouchers. We accept vouchers from the following schemes - Sodexo, Childcare vouchers - Edenred, Care 4, Computershare, BusyBee's, RG Childcare scheme and Coop. Cheques should be made payable to "PLAY AT SALTDEAN LTD". Account details are included on your termly invoice.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given). Term time bookings are non-refundable and non-transferable, additional session can be booked using the ADHOC booking system.

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Business Manager.

There is a late payment fee of 10% of the original price added to invoice that fail to be paid before the deadline stated. This is clearly stated on each of our invoices.

Holiday club price guide:

9-1pm = £17.50

9-3pm = £25

9-5pm = £30

8-5pm = £35

Changes to days and cancelling your place

You must give us 4 weeks notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Business Manager. We try to accommodate such changes wherever possible - info@plaype.co.uk

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given). Term time bookings are non-refundable and non-transferable, additional session can be booked using the ADHOC booking system.

We do not charge for bank holidays and professional training days.

Temporary changes

Please remember that we need to know if your child will not be attending PLAY AT SALTDEAN LTD for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please let us know as soon as you can. Contact details can be found at the end of this Handbook. If you wish to book an ad hoc session please email (Info@plaype.co.uk) or call (07392 735 891) to check availability. We will send a confirmation email once the session is booked in.

Induction

You and your child are welcome to visit PLAY AT SALTDEAN LTD before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through PLAY AT SALTDEAN LTD's rules and routines (including meal times, collection, children's meetings), and introducing your child the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

See our **Child Induction Policy** for more details.

Arrivals and departures

Saltdean Primary staff will bring your child from their classroom to the south hall if they are in Reception, Year 1 or 2. Children aged year 3 or older will be reminded by their teacher to walk down to the south hall at the end of the day. A register is taken when children arrive in our care, and we will ask you sign out your child each day when you collect them. Please collect promptly from the South Hall entrance on School Lane. On very busy days, especially at the beginning of term, this may take us a little longer than usual. Please bear with us!

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance and they must know the password you have given us upon registration. We will not release your child into the care of a person unknown to us without your authorisation. We do not have access to Saltdean Primary Passwords.

See our **Arrivals and Departures Policy** for more details.

PLAY AT SALTDEAN LTD has two finishing times depending on the type of provision you require they are 4.30pm and 6.00pm, if you are delayed for any reason please telephone PLAY AT SALTDEAN LTD to let us know. A late payment fee of £10.00 per 15 minutes after 6pm will be charged if you collect your child after PLAY AT SALTDEAN LTD has closed. If you are 15 minutes late for the earlier session you will be charged up until the end of the next session e.g if you arrive at 4.45pm you will be charge full price until 6.00pm. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We work closely with staff at Saltdean Primary School. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details, see our **Safeguarding Policy**.

Equal opportunities

PLAY AT SALTDEAN LTD provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within PLAY AT SALTDEAN LTD's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

GENERAL INFORMATION

We are a NUT Free Setting.

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at PLAY AT SALTDEAN LTD. These are displayed at PLAY AT SALTDEAN LTD for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers:

PLAY AT SALTDEAN LTD promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative PLAY at Saltdean LTD and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

PLAY AT SALTDEAN LTD has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident. We will try to be sensitive and flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from PLAY AT SALTDEAN LTD immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from PLAY AT SALTDEAN LTD. See our **Suspensions and Exclusions Policy** for full details.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. PLAY AT SALTDEAN LTD is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our **Aggressive Behaviour Policy** for more details.

Holiday Club specifically:

We ask that parents take responsibility of providing a healthy balance packed lunch and ensuring it is managed in a climate controlled manor to coincide with our own food safety policy. This includes the Nut free policy.

What to include in your child's lunchbox

A healthy lunchbox should:

- be based on **starchy carbohydrates** (bread, potatoes, rice, pasta)
- include fresh fruit and vegetables/salad
- include a source of protein such as **beans and pulses**, eggs, fish, meat, cheese (or dairy alternative)
- include a side dish such as a low-fat and lower-sugar yoghurt (or dairy alternative), tea cake, fruit bread, plain rice/corn cakes, homemade plain popcorn, sugar-free jelly
- include a drink such as water, skimmed or semi-skimmed milk, sugar-free or no-added-sugar drinks

The [Eatwell Guide](#) shows you how to have a healthy balanced diet and can help you decide what to put in your child's lunchbox.

Find healthy lunchbox ideas at [Change4Life](#).

Healthier breaktime snacks

Children often like food they can eat with their fingers. Try these ideas:

- **Chop up raw veggies** - such as carrots or peppers, and give them hummus or cottage cheese to dip the veggies in.
- **Chop up fruit** - such as apple, satsuma segments, strawberries, blueberries, halved grapes or melon slices. Add a squeeze of lemon juice to stop them from going brown.
- **Breadsticks and wholemeal crackers** -make great finger foods. Try spreading low-fat soft cheese on them.
- **Choose malt loaf, tea cakes, fruit breads or fruit** - instead of cake, chocolate, cereal bars and biscuits. Fruit can be fresh or canned (in juice, not syrup).

Dried fruit is not recommended as a snack between meals as it's high in sugar and can be bad for teeth, but it's OK when eaten as part of a meal.

Please visit the NHS website for more information:

<http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at PLAY AT SALTDEAN LTD we will contact you and ask you to make arrangements for them to be collected.

Please inform the Business Manager of any infectious illness your child contracts. **If your child has had sickness or diarrhoea, please do not send him or her to PLAY AT SALTDEAN LTD for 48 hours after the illness has ceased.** See our **Illness and Accidents Policy** for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and PLAY AT SALTDEAN LTD is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our **Illness and Accidents Policy**.

Medication

Please let the Site/ Duty Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at PLAY AT SALTDEAN LTD you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Site Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality PLAY at Saltdean LTD and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running PLAY AT SALTDEAN LTD.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

GDPR - General Data protection regulations

PLAY AT SALTDEAN LTD is legally required to inform you of the new government regulations. The General Data Protection Regulation (GDPR) is the new European legal framework for the protection of personal data. The regulation officially comes into effect on 25th May 2018. It comes in place of the 1995 Data Protection Directive (DPD) and, prior to Brexit, would have led to the UK implementing a new act in place of the existing Data Protection Act 1998.



PLAY AT SALTDEAN LTD gains personal data from source:

- The data controller for PLAY AT SALTDEAN LTD is Chris Emmet and we do not provide your details to third parties;
- Your personal data is securely protected and encrypted;
- The purpose of this data collection is to meet Ofsted guidelines, to obtain emergency contact details for the protection of the children and to communicate to our families about up and coming events;
- We will provide slightly more information on our invoices and our parent handbook, about the management of this information;

Parental/ Carers rights under the GDPR:

- You have the right to access your personal information at any time (PLAY AT SALTDEAN LTD will be able to send you your original booking form).
- The updating of personal information is the responsibility of the parent/ carer and can be done at any time FREE of charge by contacting info@plaype.co.uk
- You may ask to remove any specific personal data at any time by contacting info@plaype.co.uk

Management of your personal data:

- PLAY AT SALTDEAN LTD will hold the following information: your Child's name/ DOB/ year group/ school they attend/ Medical and Allergy information. PLAY AT SALTDEAN LTD will also hold the parents/carers emergency contact name/ telephone number/ email address/ postal address and your child's safe password. This is all classed as personal data;
- PLAY AT SALTDEAN LTD will use this personal data to contact you in an emergency, to contact you regarding bookings/ payment and to contact you about are up and coming events.
- PLAY AT SALTDEAN LTD is only collecting the relevant information required by Ofsted and for the day to day communication with parents and carers.
- PLAY AT SALTDEAN LTD will not be using personal data to profile clients or for any analysis of data.
- PLAY AT SALTDEAN LTD will retain personal information for a 3 years after the child has left.
- The parent and carer can with draw consent at any time by contact info@plaype.co.uk

CONTACT INFORMATION

info@plaype.co.uk
www.plaype.co.uk
PLAY AT SALTDEAN LTD at Saltdean,
Saltdean Primary school,
Chiltington Way,
Saltdean,
BN2 8HB

Club mobile number: 07392735891 (Please leave a voice message or send a text if there is no reply.)

Ofsted Registration No: 2665847

Correspondence Address:

[c/o PLAY AT SALTDEAN LTD](#)

[Chiltington Way](#)

[Saltdean](#)

[BN2 8HB](#)

[Your School: Saltdean Primary](#)

Club Staff

Site Manager:	Chris Emment
Deputy manager:	Claire O'Brien/ Lawrence Sanded
DSL:	Caroline Emment
PLAY Assistants:	Claire Duke
	Adam Harris
	Bex Coyne
	Jessie Beagley
	Harry Pollard
	Jessie Beagley
	Mai Strong
	Rachel Jones (Maternity Leave)
	Alyssa Ellis
	Joe Walker
	Toni Martin

Early Years and Childcare Service

[44-46 Harrington Rd, Brighton BN1 6RF](#)

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