



RIVERSIDE PLAY PLACE
PROSPECTUS September 2017

CONTACT NAMES AND NUMBERS

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RIVERSIDE PLAY PLACE

MANAGEMENT STRUCTURE

The club is part of the main school structure at Riverside and so, as such, is under the re-mit of the normal school leadership team and governance. There is a link governor allocated to have particular input into the club.

RIVERSIDE PLAY PLACE CO-ORDINATOR

GEORGINA SIMPSON

RIVERSIDE PLAY PLACE DEPUTY

ALISON GANT

RIVERSIDE PLAY PLACE PLAYWORKERS

GEORGINA SIMPSON

ALISON GANT

ARNIE LEE

KAREN DAVY

JANET COLE

JANE YOUNG

LINDSEY PATTINSON

MAIN CONTACT ADDRESS/TELEPHONE NUMBER

RIVERSIDE PLAY PLACE
C/O RIVERSIDE COMMUNITY PRIMARY SCHOOL
WETHERBY ROAD
TADCASTER
LS24 9JN

01937832899 (OPTION 2 ON SWITCHBOARD during club opening hours)



RIVERSIDE PLAY PLACE

MISSION STATEMENT

TO EXCEL IN THE PROVISION OF FIRST CLASS CHILDCARE, IN A HOME-LIKE ENVIRONMENT.

RIVERSIDE PLAY PLACE

OBJECTIVES

Together with parents we aim to:

- Provide a secure and caring environment within which our children can play.
- Develop confident children with lively and enquiring minds.
- Promote morals, values, independence, motivation, and co-operation, which will encourage our children to do their best for themselves and each other at all, times.
- Develop an awareness and appreciation of our community and the wider world.

ADMISSIONS

It is our intention to make our club genuinely accessible to children and families from all sections of the local community. In order to do this we will:

- Ensure that the existence of the club is widely known
- Work on first come first served basis
- Monitor the gender and ethnic background of children joining the club to ensure that no accidental discrimination is taking place
- Make our equal opportunities policy widely known
- Where appropriate, allow for short-term additional placements beyond 'capacity' to cater for emergency childcare situations

We welcome children into the Play Place from all local schools. We admit all children of main school age ie reception to year 6. During the summer holidays we will make a small number of Holiday Club spaces available for pupils who will be starting Riverside Reception in the Autumn Term - this is by individual arrangement, depending on pupil 'readiness' for such activity. The maximum number of children we ordinarily take on roll in any one afternoon session is 45 and in a morning 32. Children are admitted from reception to end of year 6, term time between the hours of 7.30am - 8.50am and 3.20pm - 6.00pm, Monday to Friday. During school holidays, we operate a holiday club - the dates for which are available via the school website for the full academic year in advance.



Termtime clubs will usually operate with little disruption (only occasional union action has caused any cancellations). Holiday Club provision is subject to sufficient update making the club financially viable.

In the event of over-subscription, we will prioritise admission in the following order:

- Pupils already having a part offer in the setting
- Siblings of pupils already in the setting
- Any other spaces will be offered on a first come first served basis using our waiting lists

We cannot guarantee sessional availability until booking deadlines and all sessional need has been calculated. Typically for the main September intake, we can complete this process and notify parents of spaces offered by mid-late May.

Because we are popular and operate a waiting list, parents must inform the club co-ordinator/school office of needs as soon as possible. Details of waiting lists will always be made available.

Children with special needs are welcome at Riverside Play Place. The child's individual needs will be assessed with parents and co-ordinator and the care needed will be agreed.

Once a parent replies back with the signed copy of the contract, they are committed to those sessions as per the payment policy below. Sessions cannot be kept open without payment, nor can they be booked on a rolling programme (eg alternate Wednesdays) to facilitate shift patterns.

ATTENDANCE

An attendance register will be kept for all children attending the club. Please inform the club co-ordinator in the event of your child's absence (either through illness or holidays) as soon as possible.

If parents require extra sessions over and above their agreed days, please inform the school office and we will try to accommodate these requests. Where these requests do not allow for more than 24 hours notice, an administration surcharge of 15% is added to the cost of the session.

COLLECTION

All children must be collected by a parent/guardian named on the registration form by the agreed time. If you wish your child to be collected by someone else, please inform the club co-ordinator in person or use the family password if time does not permit. If you wish your older child to walk home unattended please inform the club co-ordinator in writing granting them permission to let the child leave the club at the specified time. Children who are in Year 5 and above will be trusted to inform the club of alternative arrangements of a different person collecting them from the club. Should the co-ordinator have any doubts regarding this information then a parent would be telephoned.

Consistently late pick-ups will incur extra costs in the running of the club and we would appreciate prompt pick - ups by 6pm. Failure to collect on time will result in billing at 'full cost recovery' chargeable at £5 for every $\frac{1}{4}$ hour late or part thereof.

Consistent failure to collect on time will result in the reallocation of places.



FEE STRUCTURE

All fees will be required at the beginning of each HALF-TERM; fees are due in advance. We ask for a commitment to sessions over the coming term. There are no reductions for holiday/sickness/cancellations without due notice (1 month in writing). Payment is requested online via ParentPay. For non-Riverside families, cheques should be made payable to 'Riverside Primary School'; please hand into the co-ordinator. Invoices are generated for a term in advance with the option to pay in two instalments. It is necessary to have cleared the first half of the invoice before the second half-term commences. If any arrears remain at the end of a full-term, a place will unfortunately no longer be available for the following term.

Many families take advantage of 'salary sacrifice' schemes through their employers which allow for tax rebate off childcare costs and could save up to 40% off your invoice. If you are unsure of what this entails or would like to discuss a suitable amount to 'sacrifice' each month to ensure your account is kept appropriately balanced, please discuss this with the Play Place Manager or School Business Manager.

We may also ask you to take your child out of the Play Place, should you not make payment in accordance with our terms. We may also take appropriate legal action through NYCC to recover unpaid fees.

SESSIONAL FEES - Sept 2016

Breakfast Club:

7.30am - 8.50am fees payable £4.80

After School Club:

3.20pm - 6pm fees payable £7.75

Holiday Club:

Session 1

8am - 6pm fees payable £19.80

Session 2

8am - 1pm fees payable £11.00

Session 3

1pm - 6pm fees payable £11.00

These rates are reviewed annually by the Governing Body and all parents will have written notification of fee changes, during the Summer Term, ready for implementation the following September.

SESSION PLAN

Breakfast Club

Children will arrive in the club at various stages throughout the morning from 7.30am onwards. A variety of breakfast choices will be available each morning for the children to choose from. Last breakfast service is at 8.20am to allow time for tidying up and preparing for morning school. If you are running late and your child has not had breakfast, please telephone ahead and



the Play Place staff will try and accommodate late service. The children can choose activities to participate in before a member of staff takes the KS1 children across to class. All KS2 children will be passed across to school staff supervision in the courtyard at 8.45am, so that they are ready to go to their various class entrances at 8.50am when the bell goes, unless parents indicate that they would rather they stay inside.

After School Club

3.20/3.30pm - Children in reception are collected from their classrooms, the remainder of KS1 are gathered together in 'The Link' and walked across to the After School Club by a member of staff. Key stage 2 children meet us in the club. Children have free choice of activities whilst waiting for their snack to be prepared. Once snack is over the children have free choice again including:

Outdoor play (weather permitting)

Creative play /messy play/ /games etc

Group and Table Top activities - such as baking, model making, etc

Computer activities including use of ipads, we also make timetabled use of the school ICT Suite

The children then are collected at intervals over the next two hours, according to parents work timings etc.

SNACKS INCLUDE:

Toast

Spaghetti

Crackers

Sausage rolls

French Bread

Pitta Bread

Sandwiches

Pasta

Hot dogs

Fruit

ACTIVITIES/TOYS INCLUDE

Painting, Bead Design

Collage, puppets

Junk modeling, Scratch Paper

Games, Key Fobs

Puzzles, Play dough

Books

Construction toys

Masks & Hats

Home corner/dressing up

Baking

Hanging decorations, Clay

Music

Outdoor Games

A selection of vegetables are available each evening with snack.

One night a week is 'treat' night for pudding.

EMERGENCY PROCEDURES

If it is important that your child needs to take medicine whilst in the Play Place i.e. antibiotics, please discuss this with the club Co-ordinator who will ensure the correct administration of the medicine and storage. Written consent must be given by the parent/guardian. Forms are available either via the club coordinator or from the main School Office.



Inhalers

Inhalers should be handed in to the club co-ordinator who will administer it to the appropriate children whenever they are needed under adult supervision at the times requested by doctor/parent.

EMERGENCY CONTACT NUMBERS

On joining the club you will be required to fill in a registration form, listing contact numbers in case of an emergency. PLEASE remember to keep this information up to date informing the club of any changes immediately. A copy of the club registration form is also attached as an appendix to this prospectus.

ILLNESS/ACCIDENT

In case of illness/accident the emergency contact numbers will be used. If necessary the coordinator will act to get medical treatment for your child if we are unable to contact you. An accident and incident record book is available at each session recording the time, date and action taken. Parents are told promptly of any accident involving their child.

DRESS POLICY

No change of clothes are required - school uniform as normal, but children are expected to change into indoor foot wear in the club or just take outdoor shoes off whilst in the building. If you wish to leave your pumps at the club please ensure they are labelled with your child's name, so can easily be identified. During school holidays we advise children to not attend in their best clothes, as will be lots of creative activities available. Riverside Care Play Place accepts no responsibility for damaged clothing.

REFRESHMENTS

We will provide every child with a light healthy snack and drink. Please inform the club co-ordinator of any special dietary requirements. Menus are displayed on the notice board for parents to see. We operate a 3 week rolling menu cycle. All of our menus have been designed alongside our school cook to ensure best possible nutritional balance.

CONFIDENTIALITY

Riverside Play Place's work with children and families will sometimes bring us into contact with confidential information. We will always ensure that all those using and working at Riverside Play Place can do so in confidence. We will always respect confidentiality. If sensitive information comes to light which causes concern with regard child wellbeing or of a child protection nature, this will be passed immediately to the Headteacher as designated lead for Child Protection and Safeguarding.

BEHAVIOUR

- We will always give praise and encouragement.
- We will provide a safe and stimulating environment.
- We will give the children a choice.



- We will ensure children enjoy and express themselves.
- We as adults will be consistent.
- We will ensure children take turns, look after one another and care for the environment.
- We will ensure they are distracted from dispute and avoid confrontation.
- We will take into account the needs of any child with special needs.

SELECTING TOYS AND EQUIPMENT

The toys and equipment in the club provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration.

The equipment we provide:

- Is appropriate for the ages and development stages of the children.
- Will offer challenges to developing physical, social, personal and intellectual skills.
- Will feature positive images of people, both female and male, from a range of ethnic and cultural groups, with and without disabilities.
- Will encourage a range of raw materials that can be used in a variety of ways and encourage an open ended approach to creativity and problem solving.
- Will conform to all relevant safety standards and are well made and represent value for money.

GENERAL INFORMATION

Children should not bring unnecessary money to the club. If this is unavoidable please inform the club co-ordinator. If your child has pierced ears, only studs or sleepers should be worn. If a child brings toys or personal items to the club, they must take responsibility for them.

TERMINATION OF AGREEMENT

We require one month's written notice to terminate any agreements. Amendments to existing agreements will be looked at sympathetically to fit in with any change of work patterns, but cannot be guaranteed. Unfortunately, the Play Place can only take 'ongoing' bookings for the same sessions every week and are not able to make additional provision for flexible/shift work patterns.

MISSING CHILD PROCEDURE

Children being children are not always where they should be, or where you expect them to be. Rarely this is anything other than the child having moved unexpectedly, but staff need to establish a procedure to ensure that the child is located and is returned to staff control as quickly as possible. At Riverside Play Place this procedure is as follows:



- Children are checked off against the club register. Any child missing is looked for and is verified whether he/she has gone home early through sickness etc.
- On the premises, the club co-ordinator arranges for the other children to be satisfactorily supervised.
- The surrounding area is checked to see if the child can be located, in particular toilets, cupboards and other places of a size capable of hiding a child.
- Enquires are made of other adults found in the vicinity.
- If the child cannot be found then the Play Place co-ordinator must inform:
 - The parent/carers, if they cannot be contacted then the next step will be put into place.
 - The senior member of staff on site (or off site if not available directly)
 - The police and/or any other appropriate emergency service will then be contacted (usually by the senior member of staff)
 - Safeguarding Children Service if appropriate

The club co-ordinator must keep in mind at all times and act upon the primary principal laid down in the Safeguarding Children Policy, i.e. that the welfare of the child is paramount.

Uncollected Child Procedure

In the event that a child is uncollected after 6pm, the following procedure would be put into practice:

1. Two members of staff will remain with the child.
2. We will wait until 6.10pm after the session ending at 6pm, to see if the child is collected. (In the holiday club we will wait until 1.10pm after a morning session ending at 1pm)
3. If the child is still not collected at this time we will ring the child's emergency contact numbers.
4. Contact will then be made with a senior member of staff to take advice.
5. If we have no response to any messages, which have been left by 7pm (2pm after a morning session in holiday club), then we would inform the Police and Safe Guarding Children services as above.
6. We would then act on any advice given by these two services.

At all times we will endeavour to ensure that the child does not become anxious by keeping them occupied. As always the care of the child is of paramount importance.

Local Police Number: 01937 833123

Selby Safeguarding Children Services: 01757 708814



COMPLAINTS PROCEDURE

Riverside Play Place aims to provide a high quality, efficient and accessible service to parents and children.

The way that we work is reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of Riverside Play Place. Usually it should be possible to resolve any problems as soon as they occur.

Any parent who has a complaint should discuss this initially with a member of the club staff or the club coordinator. The co-ordinator will liaise with the people involved in the complaint and rectify where possible the problem within 7 days. If the complaint is not satisfactorily resolved, then you can contact the headteacher via the School Office.

If the complaint is on a more serious level e.g. Safeguarding Children, then the headteacher should be immediately involved. The headteacher can be contacted via the School Office.

RIVERSIDE PLAY PLACE POLICIES

As the Play Place is an integral part of our school provision, it operates within our usual school policies with regard:

- Behaviour
- Child Protection
- Complaints
- Late Collection
- Manual Handling
- Intimate Care (including changing nappies etc)
- Equal opportunities
- Health and Safety
- Special Needs
- Educational visits
- medications

Copies of the above are placed on our school website: www.riverside.n-yorks.sch.uk

Exceptions to normal school policies:

Admissions - as noted in this prospectus, admission to the Play Place is on a first-come-first-served basis, with Riverside pupils given priority over non-Riverside pupils

Behaviour - Riverside School reserves the right to terminate, without notice, provision for any child whose behaviour is not appropriate and cannot be managed within the normal constraints of our Behaviour Policy. In most circumstances, parents will be aware in advance, with fair warning given.

STEPS TAKEN TO MANAGE A CHILD'S BEHAVIOUR

- Step 1. Time out with an adult to discuss the problem.
- Step 2. Three warnings will be given if unacceptable behaviour continues.
- Step 3. If after 3rd warning the behaviour continues parents will be informed and the issue discussed.
- Step 4. If unacceptable behaviour continues on a regular basis then the club will ask the parents to take the child out of the club for an agreed period of time.
- Step 5. When the child returns their behaviour will be monitored for a period of time. Step 4 will be repeated up to 3 times if needed.



Step 6. If the behaviour cannot be sorted out between the child/parent and the club then the child will have to leave the club permanently.

Steps 3-6 would be recorded confidentially on the child's behaviour record sheet and would be available to be seen by the child's parents at any time.

Prospectus updated - July 2017



Appendix 1 - Riverside Play Place Emergency Contact Form

Details of participant

Surname	
Forename	
Date of birth	
Gender	
Address	
Postcode	

Emergency contact 1 telephone details

Name	
Relationship	
Home Tel	
Work Tel	
Mobile Tel	
Address if different from participant whilst activity takes place. Alternative names, relationship and numbers	

Emergency contact 2 telephone details

Name	
Relationship	
Home Tel	
Work Tel	
Mobile Tel	
Address if different from participant whilst activity takes place. Alternative names, relationship and numbers	

Doctor's Information

Doctor		Phone	
Address			

If the participant has a medical condition please discuss with your doctor and inform your leader before completing the form. This would not normally exclude someone from participating in an activity. It is important that sufficient necessary medication is brought on the visit and that the Visit Leader is made aware of this in good time.

Medical & Behavioural Information

Please answer Yes or No to each statement about the participant	Please delete		
Has the participant had any serious illness within the last two months?	Yes/No		
Is the participant recovering from an accident, injury or broken limb?	Yes/No		
Does the participant have epilepsy, seizures, convulsions or absencing?	Yes/No		
Diabetes?	Yes/No		
Asthma?	Yes/No		
Heart condition?	Yes/No		
Any allergies, including historical reactions to medication?	Yes/No		
Any medical including historical, behavioural or other condition which may have an impact?	Yes/No		
Is the participant taking any medication?	Yes/No		
If the answer to any of these questions is yes or if there is any other relevant information which will enable us to support and care for the participant during the visit please give details here or attach further information.			
Has the participant had a tetanus injection?	Yes/No/Unknown	Date if known	
Do you consider the participant to be medically fit?	Yes/No		



Medical Treatment during the activity

Participants sometimes need treatment for minor conditions such as headaches. If the participant regularly uses non-prescribed medication please consult the Leader beforehand.	Please delete
I give consent for the Leader to make available previously used non-prescribed medication to the participant. I understand that I will be consulted by telephone before this takes place and that a record of dosage will be kept.	Yes/No

Dietary Information

Please indicate any food allergies or dietary requirements e.g. food allergy, vegetarian.

Consent

I consent to the participant attending this activity provided by Riverside School. I have received full information about the programme, understand the nature of the activities provided and agree to the participant engaging in all the activities described. I understand that the programme may be changed by the Leader due to weather or for other reasons. I also understand that the participant must adhere to the code of conduct and behaviour as set out by the Prospectus.

The information I have provided in this form is accurate at signing and I agree to NYCC adding this information to their electronic management information systems and agree to inform the Leader as soon as possible of any changes between now and the start of the visit.

I agree to the participant receiving medication as instructed above and to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. **(Please delete and initial any of the above you do not wish to give consent to).**

Name of Parent/Guardian/Carer (Unless the participant is over 16yrs and living independently)		Signature	
Relationship to Participant		Date	

Consent to use images or photographs

North Yorkshire County Council uses still and video images both for teaching purposes and for the purpose of producing publicity information both in hard copy and on-line on websites and social media. Collections of images may also be provided for groups at the end of visits as a memento. Such images will **NOT** be used for anything that may cause offence, embarrassment, or distress to a participant and will **NOT** identify any participant by name unless specific permission is sought at the time and no record of names will be kept with any stored images unless specific permission has been sought.

I give consent for North Yorkshire County Council to take, store, and use images of the participant for the purposes described below.	Please delete		
Images being used for memento purposes for all participants, being distributed on DVD, CD or through secure electronic systems.	Yes/No		
Images of the participant being used in publicity materials including on-line websites and social media.	Yes/No		
Name of Parent/Guardian/Carer		Signature	
Relationship to Participant		Date	

This form must be signed by the parent/guardian/carers (unless the participant is over 16yrs and living independently, in which case they should sign it) and returned to the Activity Leader.