

# Us in A nutshell

**Holiday club childcare service offering supervised care and activities from 8pm- 6.00pm throughout the holidays for children aged 4-11years.**

## **Some of the activities we offer**

- Structured educational based games
- Sports
- Arts & Crafts Workshops
- Scouts based activities
- Dance
- Theatre
- Cooking
- Board Games
- Construction
- Messy play
- Science workshops

Alongside what Play in Hallam provide, we also have other professional sources coming in, to do specified workshops for the children. These range from

- Fun Swimming classes
- Onboard Skatepark (scooter lessons)
- Sheffield Dragons martial arts workshops
- Lorian Biet Parkour
- Gemini Dance and gymnastics
- Cheermania cheerleading workshops
- Trib3 doing fitness boot camps and circuits
- SIV Sports coaches ,football, rugby, athletics
- Fantastic Arts and crafts workshops
- Science workshops
- Competitions and challenges

That's just to name a few activities which will be happening, throughout the holidays.

## **What makes us different?**

Play in Hallam is run by a Highly qualified childcare professional with over 12 years experience and a very strong belief in learning through play, allowing for a deeper and for filling learning experience and a pride in self discovery.

## **OFSTED Registered**

Play in Hallam is OFSTED Registered, which means that we need to keep to the highest standard of care. As we are Registered we are able to accept child care vouchers, which allows parents to save money.

## **For your piece of mind**

We are:

OFSTED regulated Registration number :EY488574

Safeguarding Trained

Food Hygiene

First Aid trained

DBS certified



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# Our Ethos

Our Club follows the Play 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 arts & crafts workshops, board games, construction, physical play, Science workshops, cookery, sports, messy play and group games and challenges. There will be no games consoles.

Ensuring your child receives quality care is vital to all parents, so whether you are looking for after school care or school holiday cover, you want your child to be safe and happy. Your child will also have fun, meet new friends and have plenty of opportunities to develop physically, mentally and socially.

Parents can have peace of mind knowing that their children are well cared for and engaged in safe, healthy activities after school. Children are also provided with a healthy and satisfying snack and meal. Activities are planned to help children learn, play and relax with their friends.

**We believe in going the extra mile, expanding on your child's ideas and ensuring that their views and opinions count.**

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# Venue



Play in Hallam

Play in Hallam provides holiday care that covers throughout school holidays. This is open to children from any school who are of school age.

With This service we are based at the prestigious building of King Edwards School in the S10 area. We have access to the entire bottom floor, which is a large space with lots of rooms for all activities to take place.

The large dining area will be our creativity room, allowing children to use their imagination and get messy. We will be providing a variety of creative opportunities for children to experience. It will also be a meal time area for children to have their meals/snacks.

Throughout the holidays we will be taking advantage of the great outdoor facilities ranging from tennis courts basket ball courts ,large play field and sports/gymnastic hall. All giving great opportunities to promote healthy living.

### **King Edwards Swimming Baths**

Another great service that we will be providing is fun swimming sessions for the children. This is an amazing opportunity for children to practice their skills, and keep fit and healthy.

The sessions will be supervised appropriately with staff :child ratio, and we will have sole use of this area. There will also be a life guard on sight for health as safety measure.

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# Staff

Play in Hallam is staffed by the owner Niala Haq and suitable play workers. All staff are DBS checked, have significant experience of working with children and undertake professional development training. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

## Safe recruitment

We ensure that we go through the safe recruitment check list ,when employing staff.

- Application Form
- Interviews
- Demonstrating relevant qualifications
- Providing references
- DBS Checks

## Prices

Fees are charged per session and it's a fixed fee of £28 per session. There is a 5% discount available to sibling bookings.

This is **payable in advance** by cash or cheque, bank transfer or childcare vouchers. Cheques should be made payable to "Play in Hallam Ltd".

If You have booked in sessions at the holiday club and would like to change or cancel , you would need to give a **WEEK'S** notice. If a week's notice is not given then you will be charged full amount of the booked sessions.

We are very flexible, so if you are in need of extra sessions if there are places available we will be able to book you on.

The price per session per child applies to all children. In the event of child sickness, severe weather conditions, or failure to provide 1 weeks notice, your full normal rate will still be charged.

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



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# Preparing For The Holiday Club

## What to Bring to the club

Please ensure your child brings the following with them:

- Sunhat with them for Outdoor activities.
- Water Bottle for outdoor and Indoor play
- Packed Lunch with their names on (including extra snacks if they require them)
- Sun screen if they have sensitive skin.
- A bag of spare clothes

## What not to bring

Your child will not need to bring the following:

- Mobile phones
- Cameras
- Valuable items
- Money

## Weather Conditions

The children at Play in Hallam will be involved in a range of indoor and outdoor activities. So we would like you to prepare your child for all weather conditions.

Please put plenty of sunscreen on your child prior to bringing them to the club. Even when it isn't sunny, the UV rays can be strong and therefore suggest you do this even if it's not sunny. We ask you to sign a consent form for applying sunscreen on your child, but if they are sensitive to certain sunscreens we suggest that you bring sunscreen to the club. Ideally if you apply sunscreen which provides all day protection prior to your child coming to the club, that would be much appreciated.



# Food

Each day your child will be provided with healthy snacks for breakfast and afternoon sessions . Before heading home to you we shall ensure your child with nutritious light snacks, to keep them going.

Such as:

- Rice cakes / bread sticks / crackers
- Fresh fruit
- Fresh vegetable crudete
- Toast / Spreads
- Bread cakes
- Croissants
- Baguettes
- Biscuits and light savoury snacks

Fresh water will be available at all times.

We will try to meet individual dietary requirements and parental preferences wherever possible.

We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.

Information regarding food allergies is recorded on the Allergy Information Board which is visible to staff whilst food is being prepared.

We do not have the facilities at King Edwards to provide a full meal, so we ensure that snacks are provided on a free flow continuous basis .If you would like to provide extra snacks for your children, feel free to do so.

For the children's main meal we ask for parents to provide a PACKED LUNCH ,which children will eat in a very social relaxed environment.

**IF YOU COULD BARE IN MIND THAT WE DONT HAVE ANY REFRIDGRATION FACILITIES TO STORE PACKED LUNCHES,THAT WOULD BE GREAT.**

# Terms & Conditions

## Organisation

Play in Hallam is run as a private business, employing a team of 6 staff . We enjoy a close working relationship with the local schools 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. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

## Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the 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 for the Holiday club are **£28.00 (8:00-6:00)** per child per session .The Fees are payable in advance by cash or cheque, bank transfer or childcare vouchers. We accept vouchers schemes . Cheques should be made payable to "Play in Dore Ltd". 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 (unless 1 months notice is given, in which case a 50% discount will be given).

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 Manager.

## Changes to days and cancelling your place

You must give us one week's notice of changes to booked sessions . If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

## Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. You will need to notify us as soon as possible. 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. Please note that unless 1 weeks notice is given you will be charged your full usual rate. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

## **Induction**

You and your child are welcome to visit the Club 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 Club'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**

A Daily register is taken when children arrive in our care, and you must sign in and out your child each day when you bring them in. Also we ask for you to provide us an emergency contact number for that day, in case we need to get in contact for any reason.

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. We will not release your child into the care of a person unknown to us without your authorisation.

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

The club finishes at 6:00 pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5.00 per 15 minutes will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 7:30 pm 30 minutes after the club closes, 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 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**

Our Club 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 need

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 the Club'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

## Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

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

The Club 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 and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club 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, or as a result of special needs. We will try to be 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 the Club 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 the Club. 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. Our Club 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.

## Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club 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 the Club 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 Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club 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 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 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 the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.



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# Contact Information

## Play in Hallam

King Edwards  
Glossop Road,  
Sheffield,  
South Yorkshire  
S10 2PW

**Free phone:** 0800 047 6523

**Website :** [www.playinhallam.com](http://www.playinhallam.com)

**Facebook :** <https://www.facebook.com/Play-in-Hallam>

### **Managing Director Niala Haq**

Special Education Needs Co-ordinator  
Equalities and Inclusion Co-ordinator, Health and Safety Officer  
Fire Safety Officer, First Aid Co-ordinator, EYFS Key Person  
EYFS Key Person, Child Protection Officer



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