



Play 4 Ages

Breakfast, After School and Holiday Play Scheme Childcare

Providing

Safe, Inclusive and Quality Childcare

For children aged four years and over

Where every child is at the centre of everything we do ...

Play 4 Ages

It is the vision of Play 4 Ages to offer a fun and stimulating child centred play environment which complies with Ofsted regulations

Play 4 Ages strives to offer the children a variety of play opportunities within a safe environment where they are able to personally direct their choice of play which meets their own needs

The methodology of Playwork Practice is followed by Play 4 Ages which is underpinned by the Playwork Principles and Play Objectives

APRIL, 2005

PLAY 4 AGES

Admissions

Play 4 Ages will draw up a list of the names of children whose parents wish them to attend the setting. Names are added to a waiting list and offered on a first come first serve basis.

Numbers will be strictly regulated so that the maximum legally permitted is not exceeded.

Prior to a child's attendance at Play 4 Ages the parents / carers must complete and sign the registration documents and booking commitment.

We require you and your children to visit us so you can meet the staff, see our environments and find out what we offer so you can decide if Play 4 Ages is the childcare for you and your family.

Inclusion and Equality

Play 4 Ages aims to demonstrate through its work that it positively values and respects children of all abilities, ethnic origins/racial groups, religions, cultures and linguistic backgrounds and are not disadvantaged. Children of both sexes are positively encouraged by staff to participate in all activities.

Play 4 Ages considers it important to provide a range of experiences and an environment that provides a positive outlook towards our diverse society.

Health and Safety

It is our policy to provide a healthy and safe environment for staff and children. This includes providing a healthy, balanced snack tea and a stocked first aid kit.

At all times staff will cooperate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.

There will always be at least one qualified first aider on the premises. Staff have undertaken food hygiene training and advice is sought from Environmental Health colleagues when required.

It is of paramount importance to ensure the children in our care are safeguarded at all times and therefore we do not allow parents and carers to use their mobile phones whilst in the setting. Photographic images are shared (with permission) by

Play 4 Ages only. Parent and carers agree that any photographic images shared by us cannot then be posted on social media sites.

Payment

On registering a child at Play 4 Ages the contracting parent will be offered a choice of ways to pay. A retainer fee is collected which is refundable when the child leaves the setting. All sessions are payable in advance of the required sessions.

Invoices are forwarded to parent / carers at the beginning of each term. Invoices are calculated in accordance with the booking commitment made at the time of registration.

Partnership with Parents and Carers

Play 4 Ages recognizes that working in partnership with parents / carers is of significant value and importance to the setting in enabling us to provide a happy, caring and stable environment for children and their parents. We aim to form a good relationship with parents / carers so that information, regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.

Also as part of our partnership we like to engage in something we call "Share my Play at P4A". This is to give our parent/carers an insight into their child's day and also provide opportunities for conversations between parent/carers and children. We use iPads throughout the sessions to capture the children's play and experiences and send these over to their families. Please note that this is only done with parental permission and only individual children's photos will be shared with their own parent/carers.

To increase this partnership with all those involved in the child's day we would, again with permission, like to share some of these photos with the children's teachers to show how they are extending their learning and development through their play. This is an excellent way to strengthen this three way partnership which is really important in supporting every child the best we can.

Provision of Food and Drink

Play 4 Ages offers a selection of breakfast choices in the morning and a snack during the after school session. These are included within the session price and where possible all dietary needs are met in accordance with parental wishes.

All refreshments offered comply with the Government's Food Standards and works to compliment the Healthy Schools initiatives. An example snack menu is covered within this publication.

Staff

It is the policy of Play 4 Ages to ensure that there are always sufficient staff to give the children the care and attention which they need and in particular that staff numbers do not fall below the recommended staff:child ratios set within the Welfare Requirements of the statutory framework. We consider experience, skills and ability equally as important as formal qualifications. All staff at Play 4 Ages have received a full induction into the company along with procedures as well as a full DBS check.

Procedures for the Collection of Children

In each of the schools Play 4 Ages collects from the staff have a designated place to meet the children at the end of the school day, where transfer of information may occur when required.

The staff have a register of expected children and sign / time the children into the care of Play 4 Ages at the time of collection. The staff utilize a mobile phone / walkie talkie whilst undertaking the transportation of children into the setting.

Playwork and the Early Years Foundation Stage

It is the ethos of Play 4 Ages to provide a childcare facility which is safe and fun for children to play.

Our belief is that children learn and develop through play and the playworker's role is to provide an environment conducive for children to play using a range of resources and offered play opportunities.

The Playwork Principles and Play Objectives are embedded within the setting practice and how these methods of practice compliment the Early Years Foundation Stage Framework.

We do not formally teach children or plan to deliver the areas of learning within the provision, however, through the activities offered to the children and the observed self-directed / chosen play we are able to build on the child's interests and skills to support all areas of learning.

Through our practice we ensure we meet the children's needs, all the while balancing the experiences which they receive at school and home and achieve well in their chosen method of play.

Threaded through our practice are the fundamental British values that the children will be experiencing through their chosen play, such as democracy, rule of law, individual liberty and mutual respect and tolerance. These values are easily identified and supported through the offered play opportunities.

Risk and challenge play opportunities are made available to children to participate should they choose. We strive to ensure that children are offered every play type so that they may experience different types of play.

The primary role of the playworker is to ensure that the children are safe within the environment and that they facilitate play by offering children a wide range of activities and opportunities to engage their interest.

A mixture of in and outdoor activities are offered to children and all children are able to make choices of what they participate in. No child is ever made to do an activity which they do not want to do.

A list of resources and play opportunities can be viewed within this publication

Policies and Procedures

Admissions	Safeguarding and child protection
Behaviour management	Complaints
Confidentiality/Privacy	Inclusion and equality
Essential records	Fire and evacuation
Health, safety and accidents	Exclusion for illness
Administering medication	Late collection / un-collected children
Lost children	Partnership with parents and carers
Provision of food and drink	Self esteem
Additional needs	Staff numbers / key person
Collection of children	Supervision of staff
Payment	Opening and closing the setting
Procedure for outside area	Risk assessment
Playwork and the Early Years Foundation Stage	

Play 4 Ages reviews policies and procedures annually and will advise of amendments when they occur.

OFSTED

Play 4 Ages are registered with Ofsted and are inspected accordingly. We are delighted to have achieved outstanding judgements for our Sevenoaks and Milestone settings. The inspection judges our provision on the effectiveness of the leadership and management and the quality of provision for outcomes for children in our care.

Our full reports may be viewed on www.ofsted.gov.uk

Holiday Play Scheme

During the school holidays we offer holiday play schemes which is offered to the local community. Generally, this is during the February, May and October half terms, Easter and the first three weeks of the summer however, it is dependent on demand. Booking opens during the term before each scheme and full payment secures your places.

We offer full day sessions from 08.00-18.00 and half day sessions from 08.00-13.00, 13.00-18.00 and 09.00-15.00.

We provide a full hot or cold breakfast and a cooked tea and dessert. Refreshments and fresh fruit are available throughout the day for the children to help themselves to. All that is required is a packed lunch.

Our Playwork ethos of offering play opportunities is driven by the children's choice. Our aim is to build on their confidence and self-esteem. Activities are based around the school premises to ensure the children access the fantastic environments which the school has to offer. Our vast resources are set up to enthuse and inspire our children to play. A menu of activities is offered alongside the free choice resources.

Example of our holiday play scheme activities

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08.00 - 09.00	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
AM	Free Play	Free Play	Free Play	Free Play	Free Play
	Fashion Designing	Wacky Races	Art 'n' Craft	Cake Decorating	Tie Dying
	Art 'n' Craft	Hama Bead Magnets	Fabric Craft	Art 'n' Craft	Giant Games
12.00 - 12.30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
PM	Bird Feeders	Art 'n' Craft	Create a Board Game	Vegetable Modelling	Art 'n' Craft
	Group games/sports	Group games/sports	Group games/sports	Group games/sports	Group games/sports
16.00 - 16.30	TEA	TEA	TEA	TEA	TEA
	Free Play	Free Play	Free Play	Free Play	Free Play

PLAY EQUIPMENT AND ACTIVITIES AVAILABLE AT PLAY 4 AGES AFTER SCHOOL and HOLIDAY PLAY SCHEME

ART AND CRAFT

Pencils, Felt Tips, Markers, Crayons,
Chalks and Paints (various)

Funky Foam, Felt, Tissues, Card and Paper

Glue and Paste

Hama Beads

Wood Craft

Clay and Play Dough Modelling

Laminate Craft

Candle Decorating

Magnet Craft

Sewing

Planting

Jewellery Making

Marbling Ink

Cookery

ROLE PLAY

Puppets

Dressing up clothes

Dolls and Accessories

Action figures

Den making resources

CHILL-OUT ACTIVITIES

Bean Bags and Floor Cushions

Selection of Books

Puzzles and Board Games

Card Games

SENSORY RESOURCES

I.T. RESOURCES

TABLE ACTIVITIES

Football Table

Pool Table

Table Tennis

Small World Activities

Castle / Fort

Dolls House

Garage and Cars

Trains

Water Activities

OUTDOOR EQUIPMENT

Balls

Hula Hoops

Cricket

Tennis / Badminton

Rounder's / Baseball

Sand / Water

Badminton

Skipping Ropes

Parachute

Bug Hunt Resources

CONSTRUCTION ACTIVITIES

K'Nex

Lego

Links and Gears

Blocks

Clicks

Mobilo

PLAY OPPORTUNITIES ARE OFFERED TO THE CHILDREN ON A DAILY BASIS

*CHILDREN CAN CHOOSE TO PARTICIPATE OR ENJOY ANY OF THE ABOVE RESOURCES AT PLAY 4 AGES.
WE ENCOURAGE THE CHILDREN TO CHOOSE WHAT THEY WANT TO DO*

The foods offered comply with the Government's Food Standards Guidelines and healthy school initiatives

BREAKFAST CLUB

Toast	Cereal	Baked Bean*
Bagels	Yoghurt	Spaghetti*
English Muffins	Fruit	Scrambled Eggs*
Crumpets	Juice	Bacon*

*on selected days

AFTER SCHOOL SNACK

A selection of the following will be offered to the children

Bread / Rolls	Wraps	Salad & Veggies	Ham
Bagels	Pitta	Marmite	Tuna
Sandwich Thins	Fruit Bread	Jam	Honey
English Muffins	Lemon Curd	Hummus	Chicken
Cheese	Peaches	Pineapple & Melon	Yoghurt

A varied fruit bowl/veggie plate, fruit juice and water is available to the children to help themselves throughout the session

An example of our holiday play scheme menu

BREAKFAST

Selection of Cereal, Toast, Bacon, Scrambled Egg, Beans, Croissants, Brioche, Yoghurts, Cereal Bars, Fresh Fruit, Tea and Fruit Juice

Breakfast is served until 9am.

TEA

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sausage, Mash & Baked Beans	Chicken Wraps, Rice & Salad	Cheese & Tomato Pasta Bake & Salad	Jacket Potato with a selection of toppings & Salad	Fish Finger Pittas, wedges & Salad
Melon Medley	Rice Pudding & Jam	Natural Yoghurt with Honey & Raisins	Jelly & Fruit Cocktail	Bananas & Custard

Tea is served between 4 and 4.30

Dietary needs are observed throughout the menu offered



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**Providing
Safe, Inclusive and Quality Childcare Provision**

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