

Stuck for ideas to keep the kids active during the school holidays? We can help!

# HOLIDAY PLAYSCHEME

For School Years 1-7



**28<sup>th</sup> October - 1st November**  
**(8.30am to 6pm)**

*Please note we will be celebrating Halloween on 31<sup>st</sup> Oct*

**Our Playscheme provides** an exciting and enjoyable programme of activities that your kids will love, including; *arts and crafts, multi-sports, cooking, games, movies, outdoor activities and day trips.*



Oftsed Registration 148164

## **Hatfield Town Council – Rules and Conditions:**

### **Bookings:**

- All children must be registered with Hatfield Town Council before they can attend.
- Holiday Playscheme places are booked and paid for in advance.
- There is no refund for unused pre-booked sessions, whether weekly or daily booked.
- Subject to availability days can be changed up to the commencement of the Playscheme.
- Please note we keep your details on file for 2 years both electronically and on paper, your personal information will be archived and cannot be used for future playschemes.

### **Fees:**

- Places are paid for in advance. There is no refund for unused pre-booked sessions.
- A £20 premium is levied in the case of a dishonoured cheque. A booking may also be lost if no payment is made.
- **Please ask for a receipt at the time of your booking as it is not possible to issue receipts in arrears or produce a statement of feeds paid over past Playschemes.**

### **Non-attendance:**

- Please inform us if your child is going to miss a booked session, telephone 01707 270772.

### **Collection of Children:**

- All children must be signed in and out by their parent or authorised guardian.
- In cases of emergency, please contact us to let us know if someone else is unexpectedly collecting your child. All children under 8 must be collected by an adult. Any person unknown to staff will be challenged.

### **Late Collection:**

There is a late collection fee of £5 per 15 minutes for every child collected after 6pm (payable on the spot).

### **Clothing and Valuables:**

Precious and valuable items should not be brought to the Playscheme. The Council accepts no responsibility for the loss of or damage to any item whatsoever. Clothing and bags should be labelled with the owner's name. Clothing should be appropriate for messy/adventurous play and footwear should be sturdy and suitable for playing sports i.e. trainers.

### **Equal Opportunities:**

We are determined to make sure every child is treated fairly. Our Equal Opportunities Policy is available for all parents to read. A copy may be found on the Notice Board, but you can have your own copy.

### **Discipline:**

We aim to provide a safe and happy environment for all children. We want your children to have a good time, but we expect them to be responsible and courteous to each other and to the Playscheme Leaders and Workers. They are expected to obey instructions given. If there is a persistent problem, the Co-ordinator will talk to the parents about their child to try to sort out the difficulties together. If a child is breaking the rules, they will initially be reminded of them. They may be withdrawn from the group for a time, and spoken to by the Playleader. All incidents of a serious nature will be recorded and the parents will be informed.

### **Exclusions:**

We hope we never have to ask a parent to remove their child, but it may be necessary. Examples of excludable actions are hitting, biting, kicking, and spitting. The decision of the Playscheme co-ordinator is discretionary and final. No refund can be made in the case of an exclusion.

### **Illness:**

Children who are ill or who have been ill in the last 2 days should not attend. No refund can be made in the case of illness. In the event of serious illness or injury extending beyond 2 days, on the production of a doctor's certificate a credit may be carried forward to a future Playscheme from the third day.

### **Safeguarding the children:**

We work in partnership with parents/carers and respect confidentiality. However, the Children's Act 2004 promotes the welfare and safeguarding of children in childcare and education establishments. Thus, our first concern will always be the welfare of our children and if a concern is raised with the Playscheme we cannot guarantee confidentiality as it may be reported to children services.

### **Complaints Procedure:**

A copy of complaints procedure is available from the Playscheme Leader.

**Please remember your packed lunch!**

## Booking Form: Booking closes on Thursday 24th September at 5pm.

- All new applicants must provide a copy of your child's birth certificate.
- Please complete this form for each child.

<b>1.</b>	<b>Child's Full Name</b>	
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Which dates do you require? (please put an X in the days you require)

	Mon 28th	Tues 29th	Wed 30th	Thurs 31st	Fri 1st
<b>8.30am-6pm</b>					
				<b>Halloween</b>	

Please calculate how much you should pay:

	Cost	Days attending	Total
<b>Hatfield resident</b>	<b>£18</b>	x	
<b>Non-Hatfield resident</b>	<b>£25</b>	X	
		<b>TOTAL</b>	

- Hatfield residents are households that pay Council Tax to Hatfield Town Council
- All trips are compulsory if your child is attending Playscheme on that day

Please provide details of your payment method:

Cash  Cheque  Credit Card (enter details below)  Childcare Vouchers

**Cheques will only be accepted a minimum of two weeks before the start of Playscheme.** Please make your cheque payable to HATFIELD TOWN COUNCIL and attached to your completed application form. If you are paying with Childcare Vouchers, please attach the vouchers or evidence of electronic transfer.

**Credit Card details:**

Please debit my \_\_\_\_\_ (type of card) credit/debit card with £ \_\_\_\_\_

My card number is \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_ Security code \_\_\_\_

Cardholders signature \_\_\_\_\_



**Registration Form:**

Child's Full Name		Known as	
Home address			
		Postcode	
Date of birth			
School attending		Class	

**Mother's details**

Mother's Name	
Address	
Place of work	
Home Tel Number	
Work Tel Number	
Mobile Number	
Email	

**Father's details**

Father's Name	
Address	
Place of work	
Home Tel Number	
Work Tel Number	
Email	

**Emergency contact details.** Please provide a third emergency contact, in case we are unable to reach the named contacts above.

Name		Relationship	
Address			
Telephone number			

**Personal health details of child:**

Child's GP	
Surgery address	
GP telephone	
Health and Medical requirements: (any health conditions, medical requirements, disabilities, behaviours, impairments).	
Allergies:	

**Other professionals who have contact with your child:**

Name:	
Professional role:	
Telephone:	
Email:	
I give permission to contact them for support and advice.	
Signed:	
Name:	

**I consent to any emergency medical treatment necessary during the running of the Playscheme. I authorise the Playscheme staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor an endangerment to my child's health and safety.**

Signed:	Parent/Carer
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**Does your child have any special dietary needs or requirements?**

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**Will your child require any special support whilst in our setting? i.e. communication, toileting, mobility**

Please share any strategies or methods that have proven effective.
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**I give permission for Hatfield Town Council to take photographs of my child which will only be used for recording events at Playscheme and for promotional purposes.**

Signed:

Parent/Carer

**Some of the routine activities of the Playscheme may involve visiting parks or short trips on foot or in a minibus. For your child to take part in these activities, you must give your permission. I agree to my child taking part in the activity described above.**

Signed:

Parent/Carer

### **Sun Protection**

Our Holiday Playscheme is concerned about protecting your child from sunburn and skin damage. Please provide your child with a suitable sun hat. On sunny days, please apply sunscreen to your child. With your consent, we will also help your child apply sunscreen when necessary, please complete the consent below.

#### **Permission to apply sunscreen.**

- I am happy for my child to use sunscreen provided by the Holiday Playscheme.

Signed:

Parent/Carer

- I will provide my child with a bottle of sunscreen, labelled with my child's name.

Signed:

Parent/Carer

### **Agreement:**

- **As the parent/guardian of the named child, I confirm that the information I have given is correct to the best of my knowledge.**
- **I/we have read the rules/regulations about how the Playscheme operates.**
- **I/we understand that if there are any problems I/we can discuss these with the Playscheme Co-ordinator or a representative of Hatfield Town Council.**
- **I understand that no credit will be given for sessions not taken due to illness, holiday, or other occasions.**

Full name:

Signed:

Date:

