



The Community Hall
Stafford Leys Primary School
Leicester Forest East
LE3 3LJ

**Before and after school childcare
in a friendly, caring
and vibrant environment.**

**For all enquires, contact Louise Percival
by completing the contact form at
www.theplaypad.info**

“Children say ‘they love coming to the club and
parents are overwhelmingly positive; communication
between school and the club is excellent.”

Ofsted report, March 2020



New Opportunities Fund
LOTTERY FUNDED



Vision Statement

“Local demand for such a provision came to my attention in 1999 when I was working as a registered childminder. In March 2002, I decided to explore the need for a before and after school club via a questionnaire for parents whose children attended Stafford Leys Primary School. The response was very positive and the seed was sewn to nurture an active and successful club to meet the childcare needs of the local community.

The Play Pad opened in December 2002.”

Louise Percival

Proprietor

Introduction

The Play Pad is a before and after school facility located in The Community Hall at Stafford Leys Primary School, Leicester Forest East. It is available during school term times for children aged between 4 and 11 years.

The purpose of The Play Pad is to:

- provide a safe, secure and welcoming environment to all children who require the facility
- provide appropriate toys, games and activities that meet the needs of the children who attend
- encourage positive behaviour to ensure all children attending benefit from socialising within a mixed age range
- treat each child as an individual, respecting him/her at all times
- ensure the safety and well-being of all children whilst they are in the care of The Play Pad
- maintain confidentiality regarding children and families who use The Play Pad
- follow Ofsted guidelines regarding the Early Years Foundation Stage
- follow advice from Public Health England and adhere to any Government guidelines with regard to the service available
- support parents and carers as necessary regarding their child/ren
- provide a ‘Key Worker’ for every child in the Early Years Foundation Stage
- allow children to access other ‘after school’ clubs within school, provided they have been booked in by their parent

For the purpose of this document, the word ‘parent’ refers to an adult with legal responsibility for a child.



Registration

The Play Pad is registered with Ofsted. Care is available for children aged from 4 to 11 years. The childcare registers are split into three parts:

- o The Early Years Register is for all children until 31st August following their 5th birthday
- o The Compulsory Register for children aged 5 – 8 years
- o The Voluntary Register for children aged 8 years and over.

It is a requirement that prospective parents visit The Play Pad before registering their child. For all enquires, contact Louise Percival by completing the contact form at www.theplaypad.info

There is currently a one-off registration fee of £30 per child.

The most recent Ofsted report (10.03.2020) is available online at:
www.ofsted.gov.uk

The Play Pad's registration number is EY337172.

The Play Pad's Policies and Procedures

The Play Pad has policies and procedures to enable the best possible experience of before and after school care for children and their families. The most up to date version (July 2022) is available to read on the Stafford Leys School website: staffordleys.com – follow: *Our Community > Before and After School Care*. Reviewed on a regular basis, comments and suggestions are always welcome from parents.





Before School Care – 7.30am to 8.45am

7.15am

Staff arrive and set up for the morning session.

7.30am

- Parents and children arrive and are greeted at the door by a staff member
- Due to Coronavirus, parents are not allowed into the community area
- The Play Pad staff will pass on messages from a parent to a teacher if necessary; ideally these should be in writing
- Staff sign the children in as they arrive on the iPAL register
- Children put their belongings in the relevant cloakroom, wash and dry their hands and have breakfast if necessary
- **Breakfast** – juice, milk and a variety of cereals, along with a daily choice of yogurts, fruit, toast, toasted muffins, bagels and/or croissants, are available from 7.30am. Porridge is often served too. A 'last call' for breakfast is currently at 8.10am
- Simple activities and toys will be available for the children to participate in and play with
- The small hall or playground may be used for supervised activities such as table-tennis, football, dodgeball and other physical activities

8.25am

- Tidy up time - everyone helps
- The staff and children collect their belongings and get ready for school
- The register is checked and all children are accounted for and signed out on iPAL

8.40am

- Staff escort all children for the start of the school day in line with Stafford Leys School's start of the school day procedure
- Children in years 5 and 6 may make their own way through the playground if permission to do so has been given by their parents

Once all children have been safely delivered to school, The Play Pad staff leave the school premises.

The Play Pad





After School Care – 3.15pm to 5.45pm

2.45pm

Staff arrive and prepare the hall for the afternoon session.

3.15pm

- Staff collect all children from their classrooms in line with Stafford Leys School's end of the school day procedure
- Children put their belongings in the relevant cloakroom, wash and dry their hands
- Staff sign the children in on the iPAL register
- The children are free to play with toys and/or participate in various activities
- A buffet style snack is served from 3.30pm – after sanitising their hands, children choose milk or water to drink and help themselves to one item from each plate at the 'buffet'. Snack items include bread and butter, cheese, crackers, toast, muffins, bagels, seasonal fruit and salad items/raw vegetables.
- After snack time, the opportunity for the whole group to go outside or participate in physical activities in the small hall are available

Before going outside to play or into the small hall for physical activities, children and staff tidy up - everyone is expected to help.

Parents arrive at their convenience to collect their child/ren. A Play Pad staff member greets parents at the door and any necessary information is passed on; staff sign children out on the iPAL register.

5.45pm

Staff check the registers and make sure all children have been accounted for. The Play Pad then closes.

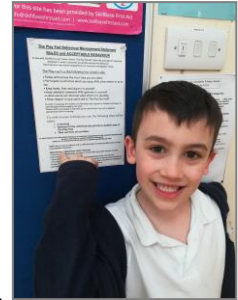
If a child/ren hasn't been collected by 5:45pm, a call will be made to the child/ren's parents. Two staff members will wait with the child until a parent or named person arrives. The safeguarding policy will be duly followed if parents are uncontactable. A late fee charge is automatically added to a parent's iPAL account.

The Play Pad Rules and Behaviour Code

In line with Stafford Leys Primary School, The Play Pad follows the principles of 'assertive discipline' in order to promote acceptable and positive behaviour.

The Play Pad has the following **simple rules**:

- Keep hands, feet and objects to yourself
- Follow instructions the first time you are asked
- Keep unhelpful comments AND gestures to yourself
- Listen and do not interrupt when others are speaking
- Show respect to your peers and to The Play Pad staff
- Participate in activities which you enjoy AND allow others to do so too



In order to encourage the children to follow these rules, appropriate behaviour will always be acknowledged and prompted by the staff. Children are encouraged to help make the rules.

If a child chooses to break any rule, the following steps will be taken:

1. A warning
2. Removal of the child from the activity to another area of The Play Pad
3. Time out from all activities – parents will be informed as deemed necessary

In each instance the child will be treated as an individual. Explanations for the unwanted behaviour will be given and ideas for positive behaviour discussed. Under no circumstances will the threat or act of physical punishment be used.

In some instances, a staff member may be privy to information from a child about their behaviour, intention of behaviour or other concerns. Other professionals may be informed on a 'need to know' basis, with the welfare and interest of the child being of paramount importance. Such information will always be recorded and dealt with in the strictest of confidence; parents will be informed as necessary.



British Values

According to Ofsted, British values are democracy; the rule of law; individual liberty; mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

Staff at The Play Pad incorporate these values on a daily basis through the activities that are available and during conversations with children.



Bullying

The Play Pad is open to any reports or sights of bullying whether verbal, physical or otherwise. A child or adult may bring incidents to a staff member's attention. All incidents will be treated seriously.

- The person(s) reporting the incident will be listened to
- The victim(s) and the offender(s) will be listened to
- Observations made by staff or witnesses will be discussed and taken into account
- If the offender(s) is/are guilty, the situation will try to be resolved by talking
- If the offender(s) cannot understand that they have wronged, they will take 'time out' to reflect on their behaviour
- The offender(s) will be expected to apologise either verbally, or if appropriate, in writing, to their victim(s)
- For persistent incidents of bullying by the same child/ren, their parents will be informed. In some cases, parents may be required to sign necessary documentation.
- In some instances, The Play Pad will review its contract with a persistent offender with a period of exclusion from the facility being a final resort.

Discriminatory Behaviour and/or Remarks

Discrimination occurs when someone is treated less favourably because of some characteristic. Discrimination of any kind is unacceptable within The Play Pad. The Play Pad is sensitive to the feelings of a victim of discrimination and will try to help those responsible to understand and overcome their prejudices by listening to individual's accounts or concerns regarding sensitive matters.



Staff



- All staff employed at The Play Pad have relevant childcare experiences and a relevant childcare qualification, or may be studying towards one
- All staff will be subject to a satisfactory Disclosure and Barring check according to current legislation
- All staff will be encouraged to pursue further qualifications relevant to the statutory requirements
- Staffing will be in line with Ofsted's and the insurance provider's requirements
- There will be a minimum of 2 staff on duty at all times
- The Play Pad staff will ensure the safe arrival/collection of all registered children to/from the appropriate areas of Stafford Leys Primary School
- Staff will have relevant safeguarding training which will be updated frequently
- Staff will have a current Paediatric First Aid course relevant to statutory requirements
- Staff currently work different sessions to meet the needs of the club.



Louise
Proprietor



Sarah
Deputy Manager



Claire
Playworker



Sue
Playworker



Vicky
Playworker



Joining The Play Pad, Registration Fee, Monthly Fees and Notice to Terminate Sessions

How to join The Play Pad

It is a requirement that prospective parents arrange to visit The Play Pad before registering their child. Contact Louise Percival by completing the contact form at www.theplaypad.info

Registration Fee

Upon receipt of the non-refundable registration fee of £30* per child, a link to iPAL will be emailed for parents to make their iPAL account.

Fees

Fees must be paid as invoiced by iPAL on a monthly basis. Payments must be logged on your iPAL account.

Before School Fees (per session):

- 7.30am - 8.45am: £6.25 per child - breakfast is served until 8am

After School Fees (per session):

- 3.15pm – 4.30pm £7.00 per child inclusive of snack and all activities
- 3.15pm - 5.45pm £10.50 per child - inclusive of snack and all activities.

There is usually an increase in fees of between 3% - 5% each year from the beginning of the Autumn Term.

Notice Period

Four weeks' notice is required in writing to terminate any sessions; if sessions are terminated and then again required, The Play Pad cannot guarantee that previous sessions will be available. The Play Pad also reserves the right to re-charge the registration fee to re-register a child.

Ad-Hoc Sessions

All bookings need to be made by parents on iPAL and are subject to availability.

Complaints



The Play Pad will be open to those parents who have cause for dissatisfaction. The following procedure will be adhered to should a complaint arise:

- The Play Pad will treat any complaint seriously and confidentially. In the first instance, an informal discussion with relevant persons at an appropriate time will be arranged.
- If the complaint remains unresolved the parent must put their dissatisfaction in writing to the proprietor. The proprietor will respond in writing and recommend a formal meeting to resolve the matter.
- A record of any complaint will be kept by The Play Pad with the view of improving the standards of the club at all times.
- Ofsted will be informed of any significant events and complaints by The Play Pad proprietor.
- Parents may contact Ofsted on the Complaints and Enforcement Line Telephone number: 0300 123 1231 or by writing to:

*Ofsted Early Years
Royal Exchange Building
St. Ann's Square
Manchester
M2 7LA*



The Play Pad also welcomes compliments and suggestions regarding the service it provides.

General Terms and Conditions



- **Prospective parents and children** must visit The Play Pad prior to registering – to make an appointment, contact Louise Percival by completing the contact form at www.theplaypad.info
- A one-off **registration fee** of £30 is due when registering a child. This can be paid by **childcare vouchers**, including the **government tax free childcare scheme**, or **BACS payment**, directly into The Play Pad's account: account no 03692612, sort code 09-01-50. Use your child's name as a reference
- **Monthly fees** (as per booking per calendar month) must be paid as per invoice and logged on your iPAL account.
- **Childcare vouchers** including the **government tax free childcare scheme** or **BACS** payments are accepted directly into The Play Pad's account: account no 03692612, sort code 09-01-50. Use your child's name as a reference
- Reminders to pay for sessions booked are sent by iPAL on the 1st of each month with payment due by 7th of each month
- If payments are not kept up to date, iPAL will not allow further bookings to be made
- The Play Pad reserves the right to not accept a child for sessions booked if fees remain unpaid
- There will be **no refund of fees for sessions booked** (ad-hoc or permanent) should your child be unable to attend due to **illness, absences or holidays** taken during school term time; this includes holidays taken with Stafford Leys Primary School
- **Four weeks' notice is required to cancel any pre-booked sessions with The Play Pad; email Louise Percival at theplaypad@sky.com**
- The Proprietor reserves the right to waver fees in exceptional circumstances
- Fees are subject to regular review and whilst every effort will be made to notify parents of increases in advance, The Play Pad cannot always guarantee this. However, there is usually an annual increase of approximately 3% - 5% prior to the start of the autumn term
- In the event of monies being owed to The Play Pad, The Play Pad will seek legal advice on how to recoup outstanding balances
- Parents of children not collected by **5.45pm** will automatically be invoiced **£10 per 15 minutes of lateness**.

Staff have a duty of care to all children who attend – this may sometimes result in the sharing of information with other professionals.

The welfare of a child will always be of paramount importance.

**For administration purposes e.g. Working Tax Credits/Employer Voucher Schemes/Government Tax Free Childcare
The Play Pad's registration number is Ofsted EY337172.**