

The University of Nottingham

Playscheme

Welcome Booklet

Welcome

This booklet is designed to answer some of the questions that you may have about your child starting the Playscheme. Some additional information is provided in the Childcare Services Prospectus however please do not hesitate to approach us if you have any queries or feedback.

About the Playscheme

The University of Nottingham Playscheme is located in The Playcentre, Lenton Fields, on University Park. We are the white building located opposite the David Ross Sports Village. The Playscheme has been running since 2000 and we relocated to Lenton Fields in July 2012 when the Playcentre opened here.

Opening Days & Hours:

We are open during all Nottingham City Local Education Authority holidays with the exception of Bank Holidays, University Closure Days and 2 staff inset days (15 in total). You can find all the dates which The Playscheme is open on the year planner, this will have been sent to you along with this booklet, all the booking documents, contracts and methods of payments.

The Playscheme is open 8.30am – 1.00pm and 1.00pm – 5.30pm. You can book either morning or afternoon sessions as well as full day sessions. Please note that we do not offer 'hourly' attendances.

Age Groups:

Children aged 4 – 12 years can attend The Playscheme. Children will not be able attend once they have reached their 13th birthday. The Playscheme currently operates on the ground floor of the Playcentre with regular trips to our forest school area. The forest school is located directly opposite the Playcentre.

Priority Places:

Staff members and full time students registered at the University of Nottingham will have priority for places before community users or part time students. However due to the popularity of Playscheme early booking is advised as we will not hold empty places for late applications.

Fees:

You will have been sent a Childcare Services fee booklet that lists the current fees for the Playscheme. Please note that fees increase from July each year. Once booked and paid for we are unable to refund fees for any unused spaces. In order to secure a place for your child you need to pay in full at the time of booking. The only exception is where you are a staff member and are entering the University of Nottingham Tax Scheme and have completed a deduction from

payroll form and submitted this at the same time as your booking form. (Please see the fee booklet for further information).

Activities On Offer

Our aim is make Playscheme an exciting fun place to be with a varied range of activities on offer that meet the needs and interests of a range of children. An activity plan is developed for each Playscheme (often around a central theme) and this should have been sent to you. If you have not received this please email childcareservices@nottingham.ac.uk and request a copy.

Examples of activities on offer include (but are not limited to):

- Mod roc mask making
- Puppet making
- Group games
- Traditional board games
- Pool
- Basketball, tennis and volley ball at the sports village
- Painting, collage, card making & general craft work
- Hama beads
- Face painting
- Cricket, football, rounders and many other sports
- Forest school activities such as climbing trees and building dens

Playscheme Staffing

The Childcare Services Manager (Gemma Wilshaw) has overall responsibility for all services offered at the Playcentre and Day Nursery. Within the Playcentre, the Deputy Childcare Services Manager (Jo Smith) has day to day operational responsibility for services offered.

The Playscheme leader is a qualified early years practitioner (minimum level 3). All other staff who are based in the Playscheme are also minimum level 3 qualified. Staff in the Playscheme will hold L2 health and safety certificates, Paediatric First Aid certificates and L2 Food Hygiene certificates and an enhanced DBS. If there is a change in the staffing arrangements you will be notified by email.

Meal Times

Breakfast: 8.30-9.00am

Morning Snack: 10.45am

Lunch: 12.15pm (lunch to be provided from home as a packed lunch)

Afternoon Snack: 3.00pm

Drinking water is available at all times for children.

You will be able to see a copy of our menu plan on the notice board in the entrance to the Playcentre that highlights what foodstuffs we will provide to your child (breakfast and snacks). We are always looking for ideas of new foodstuffs and recipes so if you have a family favourite that you would like to share please let us know.

Drop Off and Collection

Certain times of the day can be very busy with many parents and children / young people arriving and departing within a short space of time. For the safety and well-being of your child please make sure that you let a staff member know that you are dropping off / collecting your child. Please do not assume that they are aware. Staff will complete the register as you drop off and collect to ensure that our information is up to date on who is on the premises at any given time.

It is important that you do not let anybody into the Playcentre that you do not know. If somebody tries to follow you into the Playcentre and a staff member is not present please ask them to wait at the door and let a staff member know. This will help us to keep your child safe whilst in our care.

Where several parents are arriving / leaving together it may not be possible for staff to stand and chat with you about your child's day. They still have to care for the remaining children and where the Playscheme is busy, time will be very limited. Please be patient with staff and consider the needs of all the children present. If there is something specific you wish to discuss you can always telephone the Playcentre and book an appointment to see the Play Leader or a manager in the setting.

The Playscheme starts at 8.30am and closes promptly at 5.30pm. You may arrive 5-10 minutes before our opening time to start and settle your child into Playscheme however please do not leave before 8.30am. If you wish to chat with staff about your child's day please make sure that you arrive for collection no later than 5.15pm. Staff in the unit also have dependents outside of the work setting and therefore are unable to remain on the premises late. If you are going to be late in collecting your child it is important that you telephone us as soon as you can so that appropriate arrangements can be made to care for your child until you are able to collect them. Please note that 2 staff are required to stay on the premises until you arrive and this may be anybody from the Playcentre. There is also a late collection fee that will be charged, current rates are £5 per child for every 15 minutes or part thereof. If you are late on 3 occasions the fee is doubled to £10. This fee is updated annually and this will be highlighted in the Childcare Services newsletter.

We welcome parental involvement at the Playcentre and if you would like to come and join in our activities please let us know. We have an open door policy so that you can pop in at any time for a play session with your child. We do ask however that where your child is struggling with separating from you at drop off time or is in the early stages of starting Playscheme (where it may be difficult for them to understand that you have come to Playscheme and are leaving again without them!) please ensure that any visits are pre- planned so that staff are available to give your child the appropriate support.

Policies and Procedures

A copy of all Childcare Services policies and procedures are kept in the Policy and Procedure Guide in the main hallway. You can request a copy of any policy from us and we will provide this free of charge. Below provides an overview of some of the key areas that may affect you and your child:

Administration of Medication:

Your child may need medication on a regular basis or only occasionally. For on-going medication your child will have an individual medical plan that will provide us with all the information we require to meet your child's needs. Where medication may be invasive (such as an Epi pen) our staff will be trained by a relevant professional to ensure that we are all able to follow your child's medical plan. You will be asked to complete an open administration of medication consent form and contribute to the development of the medical plan and subsequent reviews. We may ask you for further information from those professionals involved with your child, for example, a hospital treatment plan. Where your child may need medication occasionally, such as treatment for an ear infection, we will ask you to complete an administration of medication form for each medication. If you give your child ANY medication before bringing them to Playscheme, including over the counter medication, please let staff know. It is important that you discuss with the Staff member (or in their absence the Playcentre Manager) any specific medication needs your child has. Our current on Administering Medication is available upon request.

High temperatures or fevers are not specifically covered in the UK Health Security Agency guidance, however the NICE publication 'Fever in under 5s: assessment and initial management' (NICE clinical guideline NG143) does address fevers in young children.

Our policy is that where a child develops a high temperature or fever, parents will be contacted and asked to collect their child and care for their child away from the setting whilst they have a fever. Whilst we are waiting for parents to collect their child, we will monitor & record the child's temperature (taken every 15 minutes) and parents will be informed of these readings when they collect their child. The NICE guidelines are very clear that Antipyretics (such as paracetamol or ibuprofen) should not be used solely to prevent febrile

convulsions or to reduce body temperature. However, they do recommend that these are used where the child has a fever and the child appears distressed. Where a child has Calpol kept at the nursery, and we have a signed open consent form, we will seek a parent's permission to administer Calpol where a child has a fever and appears distressed/unwell. Where a child has or had a high temperature (even where this responds to Calpol) parents will be advised to seek medical advice if this reaches 39 degrees centigrade or higher as high temperatures may be an indicator of other underlying illnesses.

Please note that a fever for children under 5 years of age is a body temperature that is 37.5 degrees centigrade or higher (99.5 f) and for children 5 years of age and over 38 degrees centigrade or higher. Parents must be advised to seek medical advice from their GP should a child's temperature reach 39 degrees centigrade or higher.

Please note that the maximum length of time Calpol can be given to a child without seeking medical advice is 3 days. It is therefore important that practitioners and parents liaise closely together and keep each other fully informed about medicines administered at home and at nursery, including any medicines administered at weekends and on non-attendance days at nursery. Parents should always inform staff if they have given their child any medication at home prior to bringing their child to nursery. This is very important as this information would be shared with other health persons should your child require emergency medical treatment. Practitioners must follow the administration of medication procedures and inform parents in accordance with that policy of any medications administered at nursery. We will not continue to administer Calpol beyond the 3 days (including any non-Playscheme days where Calpol has been administered) without a prescription label or written notification from the child's GP.

Where a child has been given antipyretics (paracetamol, Calpol, etc) to manage a temperature or fever, they will not be allowed to attend Playscheme. Children need to manage their own body temperature without the aid of paracetamol, Calpol, etc and be well enough to attend. If these have been administered the maximum time between doses should be followed before the child can return (e.g. if Calpol can be administered 4 times in a 24 hour period, 6 hours must pass before the child can return to Playscheme after their last dose).

General advice for parents / carers where a child has a fever is:

- Do NOT use tepid sponging as a way to cool your child down
- Do NOT underdress or over-wrap your child
- Do NOT give paracetamol and ibuprofen at the same time
- Do offer your child regular drinks (breast milk if still breast feeding)
- Do look for signs that your child is dehydrating (e.g., dry mouth, no tears, sunken eyes, sunken fontanelle), seek further advice if you feel that they are dehydrating

- Do look for/ identify non-blanching rash (rash that does not disappear with pressure) – if present seek immediate help as this could be a sign of meningitis
- DO check your child during the night to see if their condition is changing
- Do keep your child away from school or nursery while they have a fever, and notify them of your child's absence.

Accidents:

If your child has an accident at Playscheme, even minor ones, we will provide you with a written accident form, completed by somebody who witnessed the accident, when you collect your child. You will be asked to read the accident form and sign the Playcentre copy to confirm that you have been informed about the accident. We also have 'previous incident forms' that we ask you to complete when dropping off your child if your child has had an accident whilst away from the Playcentre. This ensures that we all have the necessary information to ensure the health, safety and well-being of your child. Where an accident results in a more serious injury (for example, a cut above the eye or biting through the lip) we will telephone you and let you know. Please note that in very serious accidents we will call for medical assistance and also let you know. It is important that you ensure our contact numbers for you are up to date.

Illness:

If your child is unwell please do not bring them to Playscheme. If your child has diarrhoea and/or vomiting please keep them off from Playscheme until they have had a minimum 48 hour symptom free period. Sometimes children seem under the weather but with no specific signs of illness and you may think that they will cope with Playscheme. However, if at Playscheme a child is unable to cope with the Playscheme day we will contact you and ask you to take your child home. Some children cope better with coughs and colds than others. Where your child has a high temperature, is sneezing a lot and/or is not coping, please do not bring them to Playscheme. Please remember that we have a duty to protect the health of all of the children and whilst we understand that you have work/study commitments, Playscheme is not a suitable place for an ill child/young person. The Playscheme day is demanding for children and not a suitable environment for children who are ill. Likewise we try to keep the Playcentre as hygienic as possible and when children are brought into the setting who are unwell, illnesses can spread very quickly in a group environment like the Playscheme.

Allergies & Special Diets:

We cater for most dietary needs of children and it is important that you complete the section on the booking form thoroughly about any specific needs your child has, whether it is related to an allergy, a food intolerance or a religious dietary requirement. For children with moderate to severe allergies we will do a full risk assessment and full care plan to ensure that we minimise the risk of your child being exposed to any foodstuffs or items that may trigger an allergic reaction.

You will be given a booklet when your child first starts Playscheme that provides helpful advice on packed lunches. Please keep us informed of any changes to your child's dietary needs. Due to limited storage facilities at the Playscheme we ask that you provide ice packs in your child's lunch box. In addition we request that you provide low risk foodstuffs for lunch due to the lack of refrigeration available. Please note that we cannot reheat foodstuffs. To protect a number of children who have an allergy to nuts we ask that no nuts are provided in a child's packed lunch.

Child Protection:

We have a duty to safeguard all the children in our care and take this responsibility seriously. Staff who are employed on a permanent contract are fully trained in Safeguarding and complete a refresher course every 3 years. We have a number of policies and procedures designed to ensure that your child will remain safe whilst in our care. For example, staff are not allowed mobile telephones in areas where children are present, staff are only allowed to use Playcentre cameras to take photographs of children at play (with your consent) and we have strict guidelines about how these images can be used and staff are fully inducted in Safeguarding when they commence employment with us. If you have any concerns at all about your child or another child's well-being please let us know.

Special Educational Needs:

We have a duty to ensure that all children can access our services and get the most possible from their time with us. We work closely with the local education authority in the identification of special needs and in ensuring that we tailor our service to meet those needs. If you have any concerns about your child's development please discuss this with the Playcentre Senco (Special Educational Needs Co-ordinator). Where we have any concerns about a child's development we will in the first instance discuss this with yourselves and we can work together to give your child the best service possible.

Behaviour Management:

We have a positive behaviour management policy in operation where the emphasis is on rewarding positive behaviour and enhancing a child's self-esteem. The managing of children's behaviour is always consistent and applicable to their level of development and understanding. Children are encouraged to participate in developing Playscheme rules and understanding why those rules are in place and sanctions should the rules be broken. Examples would include not hurting others, using your voice to express what you want, no swearing, no chewing gum and having empathy for others when they are upset. The word 'NO' is never used on its own without an accompanying explanation of why. We encourage children/ young people to start to learn that inappropriate behaviour has consequences both for themselves and others. Developing an

understanding of the needs of others and learning how to control 'impulses' is central to our approach. We avoid using words like 'silly' and 'naughty' as this does little to support a child's growing understanding of social rules. We focus on the behaviour as being unacceptable rather than focus on the child's sense of self. If a specific behaviour gives cause for concern (for example, hitting other children or swearing regularly) we will sit down with you, the parent, and discuss how this should be approached. We use observation to see what may be triggering this behaviour and set up a behaviour plan that will support your child whilst they go through this transition and at the same time, keep other children safe. Where appropriate we will use 'time out' whereby a child has 5-10 minutes away from the play situation/their friends whilst they reflect upon their behaviour. This is only used on rare occasions and where staff feel that your child would benefit from thinking about their behaviour and the effect it has had upon others. At the end of time out staff will discuss the reason for time out with them to support their growing understanding of social rules and morals.

Please discuss acceptable behaviour with your child before Playscheme. If a child's behaviour is persistently unacceptable and becomes disruptive to the effective running of the Playscheme, the child may lose their place in the scheme. You will be kept fully informed of any concerns staff have and be encouraged to participate in addressing any identified issues as early as possible.

In the event of a child / young person engaging in stealing, bullying, discriminatory / derogatory comments to or about others, excessive swearing, smoking and/or refusing to follow the rules of Playscheme and follow sanctions, they may be refused admittance to the Playscheme.

When going on outings each child is required to wear their University Playscheme cap and a tabard over their clothing. No child will be allowed to wander off (even the 12 year olds!) without staff supervision. If children / young people fail to follow these rules they may be excluded from future Playscheme outings.

Your child will not need any money whilst at Playscheme and it is our request that you do not give them money, even for outings.

The University does not accept any responsibility for your child's personal belongings. If you are sending items in a bag please do not use plastic bags as these present a health and safety risk to the children. Please do not bring toys, mobile phones or other items from home to Playscheme.

The above is only a brief overview of a few of our policies. It takes us between 3 and 6 months to fully induct a new staff member and we ensure that they are fully conversant with our policies and procedures and have been assessed to be competent before they are left on their own with the children. The full copy of our policies can be found in the Childcare Services Policy and Procedure guide, a

hard copy is available in the main foyer for you to read. If you would like a copy of a specific policy please let us know and we can either email it to you or print you off a hard copy. If you have any feedback please email childcareservices@nottingham.ac.uk

Safety and Security

Ensuring that your child is safe and secure is a responsibility we take seriously and have a large number of measures to ensure your child remains safe. These include:

- Conducting risk assessments & regular reviews
- Controlled door entry to stop unauthorised persons entering the building
- Weekly testing of fire alarms and termly fire drills (at least one of which will be during Playscheme)
- Panic alarms located in the building and directly connected to security
- Regular testing of smoke detectors, servicing of fire equipment & alarms
- All visitors are escorted at all times that they are on the premises
- Registers completed for children upon entry/leaving and checked during transitions (eg from outdoors to indoors)
- Vetting of staff (eg enhanced DBS checks, verification of identity, minimum 2 references, qualification check, occupational health check)
- All staff trained in paediatric first aid, have L2 food hygiene certificates and L2 Health & Safety certificates
- Equipment purchased from reputable specialist suppliers designed specifically for children and young people

The list is endless! Please do not hesitate to let us know if you have any concerns or feedback as this will help us to continuously improve our service to you and your child.

Play and Learning

The Playscheme has a daily routine and curriculum plan on the notice-board in the unit for you to see. We ensure that a broad range of activities are offered and are fun for your child to engage with. Below is a sample of experiences that your child will have with us:

Large Group Time

The children are gathered together to say hello to their friends. This supports all the children in getting to know each other, form friendships and learn to take turns and listen! Large group time also ensures that children who only attend for part of the day are acknowledged and welcomed into the group of full day children. Children will share their experiences with their friends about what they have been doing outside of Playscheme that helps form the link between home

and Playscheme in addition to supporting your child's developing confidence, memory, recall and verbal skills.

Child Initiated Play

Play is a key vehicle to support and promote your child's learning in the Playscheme. Your child will have access to a range of experiences that they can choose to engage with including (but not limited to): **Arts & Crafts** such as mod roc, pottery, weaving, doll making with dolly pegs, cross stitch, painting, drawing, card making, jewellery making (e.g, Hama Beads); **Construction & Den play** such as large and small blocks of different sizes, shapes, weights, tubes of various diameters and lengths, sheets/blankets, tents (both indoors and outdoors); **Small world play** (such as sea life, wild animals, train sets, farm sets); **Design & Technology** such as Badge Making, Modelling, Makedo, K'Nex, Mecano; **ICT** such as walkie talkies, Bee Bot, Cameras, computers, remote control toys, interactive white board; **Science, Nature and Geography** such as flag making, local field trips, using a compass, making volcanoes, mapping skills, flower pressing and identifying flowers/mini beasts/ animals/birds in the environment; and **other** activities such as puzzles, games, outdoor activities such as athletics/ ball games and much more. Equipment is on accessible shelving and each play item has a 'home' thereby encouraging and supporting your child in tidying up after play. We encourage the children to take care of their environment and have respect for the things that they come into contact with.

Staff will support your child's play by interacting at appropriate times to extend their play, to pose problems for the children to solve and to introduce new language, concepts and ideas. They will help children negotiate with each other where there are disagreements and find acceptable resolutions! Children will be encouraged to complete activities and this may be over several sessions. As you can see there is no such thing as 'Oh they are just playing' as play is a very powerful medium through which children learn and rehearse the skills and knowledge that they need for the future!

Play can be messy so please do not send your child to Playscheme in their best clothing. Even with the use of aprons clothes will get dirty and may become stained!!

Adult Led Activities

These are structured and planned by staff to offer specific experiences to your child. Examples would include theme based work such as studying totem poles and making a family totem pole/ exploring wig-wams and building one/ exploring dream catchers and making one! Adults will also use structured activities where a higher risk is involved with the materials being used, for example, woodwork (and ensuring children understand safe practice and how to

use the tools appropriately) and jewellery making with Hama Beads (staff using the iron to seal the beads).

Children and young people will be asked at the start of each Playscheme if there is anything specific that they would like to do and where possible staff will try and accommodate children's ideas. You can see what specific activities are planned for your child by looking at the environment plan on the unit noticeboard.

Outdoor Play

Both child initiated and adult led structured activities are offered outdoors. We go out in most weathers (with the exception of severe fog, heavy sleet, storms) so please make sure that your child has appropriate clothing at Playscheme for them to be comfortable. It is also advisable to send spare clothes in case of accidents as well as wellington boots or outdoor shoes during periods of poor weather. A range of play equipment is available to encourage the development of large and small muscles, spatial awareness, balance and co-ordination and team work. The forest school area is used for Playscheme outdoor access as well where tree climbing, den building and other physical play is offered. There will be times for camp fires when hot chocolate and popcorn is made and even baking in the forest!

Please note that if your child is not well enough to participate in outdoor play then they are not well enough to be at Playscheme!

English as an Additional Language (EAL)

Many children who attend our service may speak several languages. Sometimes children start with us and they are new to the UK and have very little understanding (comprehension) and/or speak (expression) very little English. Please don't worry! The Play Leader will ask you to provide us with some key words in your child's first language and ask you to both spell them correctly and also spell the words / phrases phonetically (as you sound them). We will try to reflect your child's language and culture within our setting and may ask for your help in writing some labels for us in your first language for us to use in the environment. Our equipment aims to reflect the diversity in our social worlds and therefore there should be things that your child can identify with in Playscheme.. Our environment is language rich and we have a lot of experience working with children who have EAL and find that understanding comes very quickly although expression (talking) may come a little later. If you have any concerns please do not hesitate to discuss these with the Play Leader or a manager.

Birthdays & Celebrations

We celebrate birthdays and other special days (e.g., festivals such as Diwali/Chanukah/Christmas/Eid). Due to food hygiene regulations we are unable

to accept cakes purchased or made off our premises. You may wish to bring in little packets of sweets or treats that the staff will distribute on your behalf to the parents of children/young people attending the Playscheme. As the parent you can then decide if you would like your child to have this treat. Some children may have allergies/food intolerances and it is important that parents can make the decision as to what they will allow their child. We will provide a cake for your child to decorate with their friends and use this for our celebrations of birthdays.

If you are having a party for your child away from Playscheme and would like to invite their friends we are more than happy to distribute party invitations for you. Unfortunately we are unable to give out details of others such as addresses or contact details. Please remember to put your contact details on your party invitations!

Family patterns and lifestyles are very varied and as a result of this we have 'special person days' rather than 'mothers' or 'fathers' day. This ensures that those children who do not have contact with or whom have limited contact with 1 of their parents does not feel 'left out' in any way.

We do celebrate a range of religious events during the course of a year. There are so many different festivals it would be impossible for us to cover everything so we ensure that what we celebrate is appropriate for the age group of children and ensure that a range of cultures/religions are represented. We always appreciate contributions from parents so if you are having a special celebration and would like to share this with us please let us know.

Final Word

We want Playscheme to be a fun and exciting place for you and your child and for each day to be the best it can be. We appreciate your support and there are many opportunities for you to join in with us and to help shape our service. We have a regular Childcare Services Newsletter and your contributions are very welcome whether you have found a great place for a day out, have a new recipe that your child loves or you have discovered an amazing book that your child just will not leave alone! We conduct customer surveys every 2 years and really appreciate the time you take to complete this so that we have the most accurate picture of what you all think about our service and areas within which we need to improve. We also offer special events and fun days both during the week and occasionally at weekends and we are always grateful for your help and support at these events.

Please remember that if you have any concerns or queries or if you wish to comment on the service we are offering you can email us (childcareservices@nottingham.ac.uk), chat with the Play Leader or discuss with a manager. Your views do count!

Disclaimer: The University of Nottingham has made every effort to ensure that the information in the Playscheme Contract and Welcome Booklet was accurate when published. Please note however, that the nature of the content means that it is subject to change from time to time and you should therefore consider the information to be guiding rather than definitive.