

Play 4 All



Inverclyde  
council

**Handbook 2014 - 2015**

# Welcome to Play 4 All

## **Dear Parent / Carer**

Welcome to Play 4 All. We are delighted to introduce our service to you through this handbook, which is updated each year.

Only those parents whose children are about to start Play 4 All will receive a copy automatically. However, any parent who wishes a copy just has to ask and one will be issued.

A handbook can only ever be a 'taster' of the service. Visiting the service will provide a much fuller picture of what Play 4 All is able to offer your family. You can see us all at work by simply telephoning and arranging to come in. We will be delighted to show our work and answer any questions that you may have.

At Play 4 All we aim to work in partnership with parents to provide the most supportive start for the children. Two-way communication is therefore essential and you are encouraged to contact us about your views and concerns. If you have any enquiries regarding the handbook or admissions process please contact me directly.

On behalf of all the staff, thank you for your interest in Play 4 All and we look forward to a happy and successful experience working with you and your child.

**Nicola Newman**  
**Coordinator**

**Tel: 01475 715718**

**Email: [gw15newmannicola@glowmail.org.uk](mailto:gw15newmannicola@glowmail.org.uk)**

# Mission Statement

“To provide affordable out of school care for children with Additional Support Needs living in the Inverclyde area”



# Aims and Objectives

- To provide affordable out of school care for children with Additional Support Needs.
- To offer support to working families.
- To provide a safe and secure environment for children.
- To support children in a range of fun and exciting activities.
- To work in partnership with parents and other agencies to create an ethos of trust, respect and confidence.
- To create a caring ethos.



# Establishment Information

Name of establishment: **Play 4 All**

Postal address: **C/o Craigmarloch School  
New Port Glasgow Community Campus  
Kilmacolm Road  
Port Glasgow  
PA14 6PP**

Telephone: **01475 715718**

Email: **gw15newmannicola@glowmail.org.uk**

Capacity: **15 children per day**

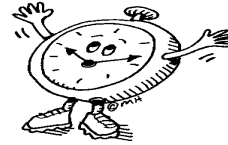
Age range: **5 – 19 years old**

About the service:

**Play 4 All is an out of school care service for children and young people with Additional Support Needs. We run afterschool and holiday care.**

**We are based in Craigmarloch School and are very lucky to have access to such wonderful resources such as the soft play room, multi-sensory room, outdoor areas / playgrounds, the MUGA and lots more. We have positive links with Craigmarloch School however; children attend from a number primary and secondary schools in the area.**

Charges: **£9.25 per afterschool session  
£17.50 per holiday care session**



## Opening Hours

Afterschool: **Monday – Friday (Term-time) 3.00pm – 5.30pm**

Holiday Care\*: **October (1 week)**  
**Easter (1 week)**  
**Summer (4 weeks)**

\* **Monday to Friday 9.30am – 2.45pm**



## Holidays and Important dates for your diary

Inverclyde Council has statutory holidays and In-service days. For the forthcoming year they are as follows:

Afterschool starts back Local Holiday <u><b>October Holiday Care</b></u> In-Service Day Afterschool starts back Closed Christmas Holidays	Friday, 15 August 2014 Monday, 08 September 2014 <u><b>Monday, 13 – Friday, 17 October 2014</b></u> Monday, 20 October 2014 Tuesday, 21 October 2014 Friday, 19 December 2014 Friday, 19 December 2013 – Friday, 3 January 2015
Afterschool starts back Mid-Term In-Service Day Afterschool starts back Closed Easter Holidays <u><b>Easter Holiday Care</b></u> Closed	Monday, 05 January 2015 Monday, 09 – Tuesday, 10 February 2015 Wednesday, 11 February 2015 Thursday, 12 February 2015 Friday, 03 April 2015 Monday, 06 – Friday, 10 April 2015 <u><b>Monday, 13 – Friday, 17 April 2015</b></u> Monday, 20 April 2014
Afterschool starts back May Day Local Holiday In-Service Day Afterschool starts back Closed <u><b>Summer Holiday Care</b></u>	Tuesday, 21 April 2015 Monday, 04 May 2015 Friday, 22 May 2014 - Monday, 25 May 2015 Tuesday, 26 May 2015 Wednesday, 27 May 2015 Friday, 26 June 2015 <u><b>Monday, 29 June – Friday, 24 July 2015</b></u>

Please note: No service provided during In-service days.

# Play 4 All Staff



Nicola Newman  
Coordinator



Gordon Convery  
Senior



Marie McLeary  
Playworker



Joanne Brown  
Playworker



Margaret King  
Playworker

Additional staff from Early Years establishments and Craigmarloch School are used to support the team during busier times such as during school holidays.

# Admissions

Children can attend Play 4 All when they reach school age. They must have an Additional Support Need and live in the Inverclyde area.

Priority is given to parents in Employment, Training or Training for Employment. Parents are able to make self referrals. Play 4 All's details are held by Childcare Link with Inverclyde Council.

# Emergency Contacts

We ask parents to provide the service with names, addresses and telephone numbers of two persons for use in the case of an emergency. It is important that we know where parents can be contacted and you are asked to keep the service up-to-date with any changes in this information or your own address and / or telephone number.

# Attendance

We ask parents to call Play 4 All's office on 01475 715718 if your child is unable to attend planned session.

# Absence

## **Please telephone and let us know if:**

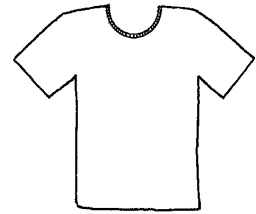
- Your child is unwell and cannot attend.
- Your child has respite and cannot attend their planned Play 4 All session.
- Your child will be absent due to a Doctor's, Hospital or Dental appointment.
- Your child is going to be on holiday.

# Transport

Limited transport is available for children attending holiday care. We use Inverclyde Council Education Services buses and drivers. Children will be picked up between 8.45 – 9.30am in the morning and dropped off between 2.50pm – 4.00pm. We are unable to give a specific time for each pick-up and drop-off as there are different children attending from different areas each day.



# Suitable Clothing



Children have great fun when they are involved in messy work. We will always try to make sure they wear aprons but accidents do happen so we ask that children wear suitable clothing for all activities.

There are forms of dress which are unacceptable: these are items of clothing which:

**Potentially encourage faction (such as football colours).**

**Could cause offence (such as anti-religious symbolism or political slogans).**

**Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings.**

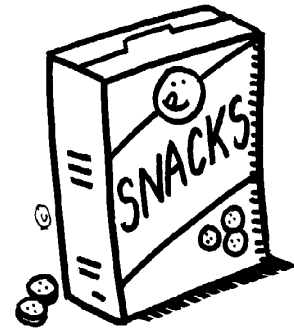
**Clothing made from flammable material, for example, shell suits.**

**Carry advertising, particularly alcohol or tobacco.**

**Could be used to inflict damage on other children or to be used by others to do so.**

Inverclyde Council is concerned at the level of claims being received regarding the loss of children's clothing and / or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought into Play 4 All

# Lunches and Snack



Parents are asked to provide a packed lunch and one snack during holiday care. We are unable to heat up food for the children. We encourage parents to provide a healthy, balanced packed lunch. It is recognised that this can be difficult if children have special dietary needs or if your child is a selective eater.

Parents are asked to provide a snack for their child to have at afterschool. Snacks can be sent into the service in bulk if this is easier. The child's name and date it arrived into the service will be clearly marked on it.

# Policies

A statement has been provided on the following areas:

- Medical and Health Care
  - If your child becomes ill
    - No Smoking Policy
- Equal Opportunities and Social Justice
  - Child Protection
- Promoting Positive Behaviour
  - Additional Support Needs
    - Parental Partnership

**Full copies of the above policies are available. If you would like a copy of this please ask the Coordinator or Senior.**

## **Medical and Health Care**

If your child is in need of medication during his/her time at Play 4 All you should discuss their requirements with the Coordinator. Prescribed medication will be given at the discretion of the service and you will need to fill in a consent form, which authorises staff to administer the drug to your child. The Coordinator will give you the necessary forms to complete.

If your child has asthma you must inform the Coordinator if there are any activities or specific circumstances which are likely to bring on an attack. If your child has any allergies you must inform the Coordinator, who will ensure the necessary precautions are taken.

### **If your child becomes ill**

If your child becomes ill while at Play 4 All you will be contacted immediately. If parents cannot be contacted we will contact the child's emergency number. We will try to make your child as comfortable as possible until he / she is collected.

Play 4 All requires a telephone call if your child is unable to attend afterschool or holiday care through illness. To prevent the spread of infection we ask that you keep your child off for at least 48 hours if he / she sickness and diarrhoea. We follow NHS guidance on other illnesses.

## **No Smoking Policy**

In line with Inverclyde Council's "No Smoking Policy" smoking is not permitted in the school building.

## **Equal Opportunities and Social Justice**

Inverclyde Council Education Service:

- Offers education of the highest quality to all young people within a developing culture of inclusion.
- Endorses the principles of inclusion, entitlement and equality of opportunity in the development of best practice.
- Values the diversity of interests, qualities and abilities of every learner.
- Believes that every child and young person is entitled to educational opportunities which enable the achievement of success and further development of the individual's learning potential within the least restrictive environment.
- Affirms the right of all young people to have access to the highest quality of educational provision which is appropriate to learning needs, is supportive of the young person and is delivered in partnership with young people, parents and the wider community.

In meeting the needs of all the children we will demonstrate no discrimination on the basis of race, gender, disability, sexual orientation, religion or belief. This encompasses curricular, extra curricular and playroom activities and is foremost in the attitudes which we develop in the children.

# Child Protection

Inverclyde Council Education Services has Child Protection Guidelines and Procedures which all schools and establishments are required to follow. Education Services work very closely with other agencies namely Strathclyde Police, Social Work Services and NHS Greater Glasgow and Clyde.

Common responsibilities of all staff are to protect children from abuse and exploitation; to respond appropriately when abuse is identified, and to ensure whenever possible that all children are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers.

## Promoting Positive Behaviour Policy

Children should have a safe and stable environment where they feel secure and learn to understand about limits, boundaries and rules. There are a wide range of factors which affect a person's behaviour, and there is no one way of dealing with the complex problems which can be faced by children. It is recognised that all children are individuals and that the children attending have additional support needs.

We aim to:

- Promote positive ethos in Play 4 All where the children feel welcome and develop respect for themselves, adults and other children.
- Encourage development of self discipline with positive guidance through learning experiences.
- Ensure all staff are working on the same guidelines and procedures in maintaining positive behaviour within the playroom.

## Additional Support Needs

Every member of staff has a responsibility to support the learning and play opportunities for the children attending. The type of support offered will vary according to the needs of the child. This includes consideration given to children with learning difficulties of a specific or general nature and children with medical support needs.

Play 4 All works closely with Inverclyde Council Education Service and Craigmarnock School. The Coordinator attends children's Core Group and CSP meetings and appropriate resources, methods or techniques are used at Play 4 All. An example of this is using P.E.C.S. (Picture Exchange Communication System).

## Parental Partnership

Parental Partnership is an important part of Play 4 All. We have an open door policy and welcome any suggestions you may have. We also encourage you to participate in many aspects of the service. These include: newsletters, questionnaires, children's reviews, CSP meetings, daily evaluations and day to day informal chats. Your views are always welcome.

# Complaints

Play 4 All has a complaints procedure which complies with Inverclyde Council's Standard Circular 7.6 Complaints Policy and Procedure.

This is in place to ensure staff are able to handle complaints efficiently in an open and responsive manner.

## **When a complaint is received**

- The Coordinator will send written acknowledgement of complaint within 3 working days.
- Following a full investigation of the complaint a full written response will be given within 28 days. It will explain the outcome, the reason for it and any action to be taken or proposed.

**Please contact Nicola Newman, Coordinator of Play 4 All initially regarding a complaint. You can contact her as follows;**

**Nicola Newman  
Play 4 All  
C/o Craigmarloch School  
New Port Glasgow Community Campus  
Kilmacolm Road  
Port Glasgow  
PA14 6PP  
Tel: 01475 715718  
[gw15newmannicola@glowmail.org.uk](mailto:gw15newmannicola@glowmail.org.uk)**

Alternatively please contact Linda Wilkie, Early Years Quality Improvement Officer. You can contact her as follows;

Linda Wilkie  
Education Services  
Wallace Place  
Greenock  
PA14 6PP  
Tel: 01475 712812  
[Linda.wilkie@inverclyde.gov.uk](mailto:Linda.wilkie@inverclyde.gov.uk)

If you do not wish to use Inverclyde Council's Complaints Procedure, our regulator: "The Care Inspectorate" can investigate complaints of your behalf. You can contact them at;

Care Inspectorate  
Regional Office  
4<sup>th</sup> Floor  
1 Smithhills Street  
Paisley  
PA1 1EV  
Tel: 0141 843 4230  
[www.carecommission.com](http://www.carecommission.com)

## Data Protection Act 1998

Information on children, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the service.

## APPENDIX 1 – TELL US WHAT YOU THINK

Your feedback will help us improve our handbook

Did you find:

Please Tick

Yes

No

1. The handbook useful?

2. The information you expected?

3. The handbook easy to use?

Please tell us how we can improve the handbook next year.

Thank you for filling in the questionnaire. Your views are appreciated.

Please return this questionnaire to:

Nicola Newman  
Play 4 All  
C/o Craigmarloch School  
New Port Glasgow Community Campus  
Kilmacolm Road  
Port Glasgow  
PA14 6PP

Email address: [gw10newmannicola@glow.sch.uk](mailto:gw10newmannicola@glow.sch.uk)