

# RASCALS

## Playscheme

# Welcome Pack

Cavendish Sports Centre  
Eldon Road, Eastbourne, BN21 1UE

01323 647683

[rascalsplayscheme@waveleisure.co.uk](mailto:rascalsplayscheme@waveleisure.co.uk)

Ofsted Registration Number: 2561538



## WELCOME

Welcome to Rascals Playscheme! We can't wait to have you join us.

- Our Ofsted regulated playscheme offers a wide range of fun sports, games and themed activities and crafts to keep your child active throughout the day.

At Rascals playscheme we like to use the phrase 'grownup' in reference to a child's parent/ guardian/ care giver to make sure everyone feels included.

Please don't hesitate to contact us if you have any questions!

## TELL US ABOUT YOURSELF

Tell us about you! At the end of this handbook is a sheet to complete and run to us with your registration form to tell us a little about yourself. It's just for fun but we love to learn a little about you before you arrive!

Sometimes children can feel a little nervous coming in for the first time so it's helpful for us to know a little bit about you already to help you settle in. Don't worry we love to help children make lots of new friends and we have many children here to be friends with. We also have loads of fun stuff you'll enjoy doing!

## REGISTRATION FORMS

These are very important, please take the time to complete in full.

Phone numbers and contact details need to always be kept up to date so we contact you if needed.

Children will only be released to grownups on the release list on their registration form, please keep this up to date. Children in the over 8's group are allowed to walk home with prior signed consent from their grown up on their registration form.

All grownups on the collection list need to know your 'collection password' in case we must ask for it!

We also have a 'no contact' list on the children's registration forms in case there is information we may need to know to keep your child safe while at our scheme.

Let us know any medical or additional needs information we may need to know. Anything you can tell us to help give your child the best experience with us possible is always helpful. We have an 'Additional Needs Form' to complete if you have extra information to provide.

If your child has not yet started school, please complete an EYFS (Early Years Foundation Stage) form for them before their first day to give us some extra information about them. There will be a dedicated EYFS playworker in the under 8's who will give these children any additional help they need throughout the day.

## BOOKING IN

Check out our 'Upcoming Holidays of 2022' document on the website to see upcoming holiday dates, themes and start date for taking bookings for each holiday.

All sessions must be paid for at the time of booking, this can either be done in the centre or by card over the phone during our opening hours.

We accept various Childcare Voucher schemes, please get in touch for more information and payment reference numbers.

Cancellations - To receive a refund or swap to an alternative day within the existing school holidays you must provide a minimum of 48 hours cancellation notice otherwise that space is forfeited without a refund. This includes cancellations due to sickness or any other unforeseen circumstance. No credit notes can be given.

## WHAT TO WEAR

All children should be dressed appropriately in comfortable clothing which they are able to participate in sports and games in.

We ask that children all wear closed toe shoes.

During the warmer months always bring in their hat and wear sun cream so everyone is ready to go outside and play.

At Rascals we also like to play outside when its not so warm so don't forget your coat when it's a bit chilly.

## WHAT TO BRING

### Lunch Box and Break Time snack

(Remember no nut based products)



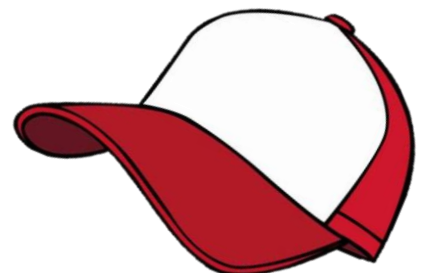
### Refillable Water Bottle

### Sun Hat

### Sun Cream

(Please apply in the morning before coming into playscheme)

### Jumper and Coat



## HEALTHY LUNCH IDEAS

It would be great if your packed lunch included:

- At least one portion of a vegetable (carrot sticks, cucumber sticks, small tomato).
- At least one portion of fruit (small apple, small banana, grapes, strawberries).
- Meat, fish or another source of non-dairy protein (lentils, chickpeas, hummus, falafel).
- A starchy item, such as bread, pasta, rice, couscous, noodles or potatoes.
- A dairy food such as cheese, yoghurt or fromage frais.
- Always remember your refillable water bottle

Try the nhs website for some healthy lunch ideas: <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>



## GENERAL DAILY LAYOUT

### 08:30 – 09:00 Daily Registration

All children to arrive and register with their group. The Grownup dropping off, to let us know who will be collecting child/children that day. Please ensure the person is on their 'collection permission list' on their registration form, as children will only be released to grownups on this list.

### 09:00 – 10:40 Session One (starting with morning registration and our welcome chat about our core values, rules at playscheme and safety information)

Check out the 'A day in under/over 8' page to see what we get up to in our sessions

### 10:40 – 11:00 Break Time

Please send your child in with an extra snack in their lunch box bags for break time. Remember we are Nut free so not nut based products please, including hazelnut chocolate spread.

### 11:00 – 12:30 Session Two

### 12:30 – 13:30 Lunch Time

Check out our lunch box ideas page for some yummy healthy ideas to fill your lunch boxes!

Remember we are Nut free, so no nut-based products please, including hazelnut chocolate spread.

### 13:30 – 15:00 Session Three (starting with afternoon registration)

### 15:00 – 16:30 Session Four

Grownups to collect between 16:00-16:30 unless staying for the evening session. Don't worry if you need to collect early, just let us know beforehand.

### 16:30 – 17:30 Evening Session

We also have an extra evening hour session for those of you that need to collect a little later. We know the children will have had a busy day so this will be a chill out session, with some craft supplies and cartoons.

## A DAY IN THE UNDER 8'S

This is a typical example day in the Under 8's group, sessions do vary and change throughout the holidays.

### 08:30 – 09:00     Daily Registration

Come and say hello to us on the desk and let us know you're here and which grownup will be collecting you.

### 09:00 – 10:40     Session One – Crafts and Free Play

It's time for Themed Crafts and Free Play with a big variety of toys. The room will be set out with tables of different craft activities on one side and different toys out all around the other side of the hall. You can choose whatever you would like to do!

### 10:40 – 11:00     Break Time

It's time to wash your hands and have a snack!

### 11:00 – 12:30     Session Two – Bouncy Castle

Bouncy Castle and free play with the balls, hoops, stilts, bean bags, ball scoopers, football goal and more.

### 12:30 – 13:30     Lunch Time

Wash those hands its time to eat!

We sometimes like to watch some cartoons after we have eaten our lunch as we've had a busy morning but there is also colouring and other chill out activities out if you would like to do them instead.

### 13:30 – 15:00     Session Three – Crafts and Free Play

Bringing the themed crafts and all the toys back out for an afternoon session of fun

### 15:00 – 16:30     Session Four - Games

This session is packed full of games! Duck duck goose, the shoe game, doggy doggy where's your bone, grandmas' footsteps, musical statues, corners and so many more!!

### 16:30 – 17:30     Evening Session

Chill out end of day session with colouring, crafts sheets and cartoons

## A DAY IN THE OVER 8'S

This is a typical example day in the Over 8's group, sessions do vary, and change throughout the holidays.

### 08:30 – 09:00     Daily Registration

Come and say hello to us on the desk and let us know you're here and which grownup will be collecting you.

### 09:00 – 10:40     Session One – Bouncy Castle Fun Session

Bouncy Castle and free play with the balls, hoops, stilts, bean bags, ball scoopers, football goal and more.

### 10:40 – 11:00     Break Time

It's time to wash your hands and have a snack!

### 11:00 – 12:30     Session Two – Free Play and Crafts

In this session the group go up to the studio or outside. There will be a craft or activity challenge for this session as well as free play activities such as the Nintendo Wii.

### 12:30 – 13:30     Lunch Time

Wash those hands it's time to eat! We sometimes like to watch some cartoons after we have eaten our lunch as we've had a busy morning but there is also colouring and other chill out activities out if you would like to do them instead.

### 13:30 – 15:00     Session Three – Sports and Games

Our sports and games session changes every day and we play a variety of different things. Some of our favourites are benchball, dodgeball, catch the flag and football

### 15:00 – 16:30     Session Four – Free play Activities and Crafts

In this session you can complete the days themed craft activity or join in with our free play activities such as the pool table, curling, giant jenga

### 16:30 – 17:30     Evening Session

Chill out end of day session with colouring, crafts sheets and cartoons



## PLAYSCHEME CORE VALUES



## STAFFING & SAFETY

We have a playscheme supervisor each day on the main desk who will oversee both groups

Each group then has an experienced playscheme leader that will remain with their group all day long, along with their supporting staff.

The ratios for playscheme are 1:8 for the under 8's and 1:15 for the over 8's

Our playscheme staff are mostly made up of a mixture of nursery workers and training future teachers.

All staff have enhanced DBS checks

The playscheme supervisor of the day will always be fully first aid qualified and able to administer first aid to children requiring it. Lots of our other playworkers are also first aid qualified.

Accidents are recorded and children monitored afterwards. These forms must then be signed by the grownup collecting. Their grownup would be contacted during the day if needed.

Each holiday we like to run a practice fire drill, just to practice the safest and fastest way to get to fire exit meeting point on the tennis courts

Safeguarding - All our staff have undertaken safeguarding training and we have a designated safeguarding lead person.

# EQUAL OPPORTUNITIES

## **Equal Opportunities Statement**

Prejudice against people with disabilities or who suffer social and economic disadvantage, racism and sexism has no place at our schemes.

Our play workers will always work hard to promote equality of opportunity and will seek to develop anti-discriminatory practice and positive attitudes to those who are disadvantaged. We will actively encourage children to participate in a variety of activities.

The playscheme cannot give one to one care. We also reserve the right to refuse admission to anyone who will disrupt the smooth operation of the schemes.

When employing staff Wave Leisure has an equal opportunities policy.

### **Additional Needs**

We have and will continue to provide childcare for children who have additional requirements. If a child has specific requirements we ask parents to come in and discuss this well in advance of playscheme to assess if we have the necessary resources and skills to meet an individual's needs.

### **We Cannot Provide 1:1 Care**

We reserve the right to remove children if they are affecting the smooth running of the scheme or pose a risk to children, customers or staff.

## INAPPROPRIATE BEHAVIOUR

Our main aim for playscheme is for all children to feel safe, happy and enjoy their time while attending the scheme and therefore we implement these rules for behaviour, to ensure this can happen.

If any behaviour we deemed break our core playscheme values does occur, the following steps will be taken:

Children will first be spoken to about the playscheme rules and explained why we felt the behaviour was inappropriate.

If the behaviour continues the child may be asked to sit out of an activity for a short period of time and informed that if the behaviour continues, we will have to complete an incident form and talk to their grownup at collection time.

Th next step is to complete an incident form, the grownup collecting will then be informed of the inappropriate behaviour and a plan will be discussed to improve behaviour while at the scheme.

Any sever rules breaks may result in the child grown ups having to come and collect them early from the scheme. This may also result in us asking for the child not to return to the scheme for the safety and wellbeing of the other children.

Due to our ratio numbers, we cannot offer 1:1 care, any behaviour needing a playworker to be away from the main group will result in the child's grownup being called to come and collect them immediately.

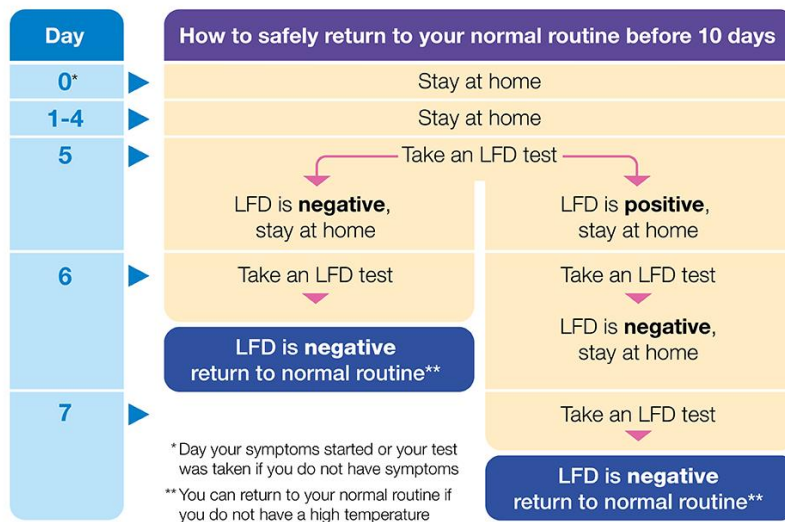
Bullying will not be tolerated at Rascals Playscheme.

For more information, please see the playscheme handbook.

# COVID POLICY

If a child receives a positive covid-19 result please do not bring them in to the playscheme and follow the current Government advice.

Children will be welcome back to the scheme after a minimum of 5 days, and must have 2 consecutive days of negative test results



## FURTHER T&C

- Failure to collect your children on time will mean you will be liable to pay a late collection charge. After 5 minutes, every further 15 minutes your child is in our care you will be charged £5 per child. If after 1 hour we are unable to make contact with anyone on the registration form children's services will be contacted.
- Please remember that spaces are limited due to strict play worker child ratios. Book in advance to guarantee your child's place. All spaces must be paid for at the time of booking. Ofsted Registration Number: 2561536
- To receive a refund or swap to an alternative day within the existing school holidays you must provide a minimum of 48 hours cancellation notice otherwise that space is forfeited without a refund. This includes cancellations due to sickness or any other unforeseen circumstance. No credit notes can be given or issued.
- Please refer to and abide by, the HSC guidelines with reference to infectious diseases in regards to any exclusion periods for illness.
- If you receive help with your childcare costs and could potentially be asked to provide evidence of this please keep a record of the sessions and holidays that your child attends so we can assist you with this. We will need 1 weeks notice to process this for you.
- We advise that children do not bring any valuables to the playscheme. If they do wish to bring them, these will be kept in the office during the scheme, and given back at the end of the day. Please note, we do not hold responsibility for any possessions or valuables that children bring in.
- With parent's permission, and at the discretion of the Duty Manager, a child who is approaching their 8<sup>th</sup> Birthday may be moved from one age group to another as long as this does not affect the care of the other children. When booking they must still be booked into the correct age group.
- Please note that at break times and during the evening session we may show carefully chosen films with a rating of U or PG.
- Please be aware, as with all activities, there is an element of risk to the activities that take place at playscheme. Please speak to a manager if you have any concerns.
- In the event of an emergency every effort will be made to contact you. Should this not be possible then by signing this form you are giving consent for a member of staff to authorise any emergency treatment deemed necessary by medical experts.

## ABOUT YOU!

Please complete and return for under 8's,  
optional for over 8's

What is your favourite:

Book: .....

Toy: .....

Film/TV show:

.....

Colour: .....

Your name: .....

Draw a picture of yourself here

What do you enjoy doing in your spare time?

.....

What are you good at?

.....

What don't you like to do?

.....

Is there anything else you'd like to tell us about yourself?

.....

