



SOUTHAMPTON CHILDREN'S PLAY ASSOCIATION

President: The Right Worshipful the Mayor of Southampton. Registered Charity No: 266109
Suite 9.3 Fairways House, Mount Pleasant Road, Southampton, SO14 0QB

Telephone: 02381 849355 Email: office@scpaplay.org.uk

Website: www.scpaplay.org.uk

BOOKING FORM AND REGISTRATION – PORTSWOOD HOLIDAY PLAYScheme

Dear Parent/carer,

SCPA would like to inform you that we will be opening the Ofsted registered Portswood holiday care playscheme during February half term – 20th February till 24th February 2017. The confirmed venue for this playscheme is Portswood Scout Hut in Brickfield Road Portswood SO17 3AE.

The Playscheme will be open from 8am – 6pm, for children aged 4 to 11 years, Children would be required to bring a packed lunch but we will provide morning and afternoon refreshments including fruit and water.

The cost of this would will be £25 per day and your child will be able to stay for the day in the knowledge that they are in a safe and stimulating environment. We will offer a wide, diverse range of play activities including games, sports, painting, sewing, role play, arts and craft, clay, Mod roc, musical activities, multicultural activities, face painting, hair braiding, cold cooking, sand and water play and much more. Dress for mess!! (Please go on SCPA's Facebook page and see pictures)

If you wish to book a place for your child/ren please complete the enclosed registration and booking form. **(you will need to complete a separate form for each child)**

Southampton Children's Play Association is a non-profit organisation who predominately work in areas of deprivation within the city of Southampton. Any profit raised from this holiday provision would be invested back into this project to make it a great success and should there be any other profit this will go towards providing Open Access, Free of Charge Playschemes all year round. For more information on SCPA, please visit our website: www.scpaplay.org.uk or visit our Facebook page. You can also contact the Play Development Manager, on the above listed contact details.

Please could you complete the registration and booking form ASAP as it will be a first come first serve basis by post or email at the address details above. Please keep this letter (top copy) for your records.

Kind regards,

Anna Roberts – Play Development Manager
Southampton Children's Play Association.
Melody Knight – Chairperson
Southampton Children's Play Association.

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SUPPORTED BY



SOUTHAMPTON
CITY COUNCIL



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BOOKING FORM

Childs Name.....

Parent/Carer Name.....

Address

.....

Telephone no:

e-mail address,

Age of Child

Holiday provision required. Please tick your preferences.

February Half Term 2017 [] Monday [] Tuesday [] Wednesday [] Thursday [] Friday []

Please note....

Places are on a first come first serve basis.

Thankyou

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Southampton
Children's Play
Association

SOUTHAMPTON CHILDREN'S PLAY ASSOCIATION

PORTSWOOD CARE PLAYScheme

Registration Form

PLEASE NOTE: Your child cannot attend the club until this form has been returned to the Play Development Manager on the contact details below

CHILD CONTACT DETAILS

Child's Full Name:		Male/Female	
Name to be called:			
Date of Birth: Age:	School:	Year:	
Home address:			
Tel no:	e-mail address: (All invoices sent via e-mail where possible so as to be cost efficient and environmentally friendly)		

Emergency Contact Numbers whilst child is at the Playscheme 8am-6pm.

	Name	Relationship to child	Place of work/address	Telephone Number(s)
1 Main contact (Invoice sent here)				
2				
3				
4	Dr	Family doctor.		

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**PLEASE NOTE: We will
to attend the club
least 2 contact**

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**not allow children
unless we have at
numbers for them**

other than that of their doctor.

Known medical problems:
Medication which may need to be taken at club:
Allergies:
Special dietary requirements:

So that the club can plan activities with the needs of individual children attending, and can uphold safeguarding procedures at all times then please could you provide the following information. (Please note that this will be treated as confidential and will be held securely.)

Does your child have any special needs, educational or otherwise?
Does your child have any hobbies or specific interests?
Are you happy for your child to participate in physical activities?
Is there anything else that the Play leader/Manager should know about your child?
Please confirm who has parental responsibility for your child/ren?

Please state any person who **DOES NOT** have legal access to your child/ren?

Do you consent to photographs/video footage being taken of your child for publicity/display/evaluation purposes only?

YES / NO

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What school does your child attend and what year and class are they in?

PLEASE READ THE FOLLOWING BEFORE SIGNING:

- a) I consent to any emergency medical treatment necessary while my child is under the care of the club. I authorise the Play Leader/Manager to sign any written form of consent required by the hospital authorities if the delay in getting the signature of a parent/guardian is considered by the doctor to endanger my child's health and safety.
- b) I accept the Terms and Conditions of the SCPA Portswood Care Playscheme.
- c) If your child/ren is in Reception class then SCPA has have a duty to carry out observational developments with OFSTED so as to conform with the requirements of EYFS (Early Years Foundation Stage)
- d) I will inform/telephone the Play Leader on site - **07818095763** (Not the office number) if I need to know any information throughout the day or if there is a possibility of being late to collect my child/ren.(Late collection fees may apply – see policy)

Signed..... Dated.....



Portswood Holiday Care Provision - Child Behaviour Expectation Contract

SCPA prides itself on it's ability to encourage children to play safely, happily and freely.

To make sure this happens we expect children to behave in a certain way when they are with us.

Please read with your child and return, signed, to the club.

- 1. We expect you to be polite and friendly to each other and the staff.
 - 2. We encourage you to share with each other.
 - 3. We expect you not to swear. *
 - 4. Please do NOT to bring your valuable items from home to club, especially electronic toys, MP3's or I Pods and mobile phones. These may get lost or damaged and we wouldn't want you to be upset.
 - 5.
- * Staff will speak to parents/carers if we hear any swearing in the Club.

We do have regular Fire Drills at the Playscheme. When the children hear a whistle being blown or the fire alarm being sounded, they should listen to what the staff are saying, line up, and follow a staff member to the meeting area at the end of the gravel path. No one should stay to collect any of their belongings.

Lastly, please don't forget our club is here for the children. If they would like to suggest a new activity, please come and speak with any one of our friendly and approachable staff.

Thankyou.

Signed: Child

Signed: Parent

Dated:



Southampton Children's Play Association is committed to Equality of Opportunity throughout all settings. We want to ensure that children from all communities and parts of the city can access and use the provision available. Please help us by completing the following details:

What is your child's ethnic group?

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background

Black or Black British

- African
- Caribbean
- Any other Black background

Chinese or Chinese British

Mixed Ethnic Background

- Asian and White
- Black African and White
- Black Caribbean and White
- Chinese and White
- Any other Mixed background

White

- British
- Irish
- Any other White background

Any other ethnic background

Refused/Preferred not to say

Portswood Holiday Care Provision Daily Time Table

Children's play is self-directed and freely chosen play. We will provide lots of different activities every day as well as our structured Timetable.

Children can opt in and out as they please.

- **FREELY CHOSEN PLAY ALL DAY!!!!**

- | | |
|-------------------|--|
| 8am | ● Children are welcomed and indoor activities begin |
| 9am | ● All areas both indoors and outdoors are available to the children (only extreme outdoor weather condition should we do indoors only ie. Gale force winds, icy conditions, torrential rain etc.). |
| 9.30am-10.30am | ● Refreshments are available for children (Drinking water is freely available all day every day). |
| 10.30am | ● Team games - getting to know each other - discussion - story time - den building - parachute games/ competitions etc. |
| 11.50am - 12 noon | ● Children prepare for lunch and make space on tables/ hand washing. |
| 12 noon - 1.30pm | ● <u>LUNCH TIME!!!</u> 😊 |
| 2pm | ● Team games - music - movement games - ball games - den making etc. |
| 3pm | ● Competitions/ Certificate Presentations. |
| 3.30pm-4pm | ● Refreshments are available for children (Drinking water is freely available all day every day). |
| 4.30pm | ● Children and staff evaluations of the day. |
| 5-45pm | ● Tidy up time and children prepare to go home (get coats and hats on |
| 6pm | ● <u>HOME TIME!!!</u> 😊 |