

Smartkidz Play and Learn run Playschemes during Christmas, Easter, Summer, and all half term holidays. We will open during INSET days as long as we have enough staff to run the day and stay within ratios. This sometimes is not possible due to staff being needed for training days. Our Playscheme run from 8:00am to 6:00 pm, Monday to Friday, where possible.

Booking

Booking forms holiday clubs will be accessible no later than the first week of the new half term and summer playscheme will be available within the first week of the summer term (April). Forms will be emailed out to all parents and will also be available on our website and information will be advertised via social media.

Parents are expected to complete all forms if they would like their children to attend, as well a registration form if this has not yet been completed. Bookings can be made by returning the booking form, via email or through our website.

Places are allocated on a first-come, first-served basis.

Late booking fee

It is important that we have bookings in at the earliest opportunity in order to make sure that we have correct staffing, resources, and time to organise children's individual needs where necessary. A late booking fee will come into place and the date of this will be on the booking form for the holiday club.

Staffing for Play scheme

Where possible the play leader will be present on every day during the holiday club. Where the play leader is unavailable, a senior member of staff should be covering. In the incident where neither are available to cover then the management of the setting will ensure that:

- Experienced members of staff are managing the day.
- That a Designated child protection lead is on hand to be available in the case of a safeguarding concern.
- That there is adequate Paediatric first aid and basic child protection trained people working on the day.
- That a senior member of management is contactable

Staff organisation

Where possible, we will aim to keep consistency during our holiday playschemes. At times this is not always possible due to staff availability. In some cases, a staff member from another setting may cover that the children do not know, in this case the member of staff will ensure they introduce themselves to the children and let them know where they are from. In the instance of the Playleader not being in club, they will ensure that all staff are given relevant instruction to be able to complete their daily tasks while the play leader is away.

Play leader must:

- Organise the opening and closing of the premises (this may include getting keys to a member of staff to open and close on the day or a discussion with the school caretaker).
- Pass over keys for administration cupboards and filing cabinets (please note that files on safeguarding should only be accessed by designated child protection trained staff and a place should be organised with senior staff how safeguarding forms will be securely locked away).
- Organise paperwork for the day to support the club running efficiently and safely i.e., registers, medical information for children, contact details of children.
- Note down anything that the staff on the day may need to know in regard to the running of the club.

- The setting should be left in a tidy and clean manner for the staff the next day. Ongoing activities or play can be left out and this should be communicated to the staff that this is the case.
- Pass on anything that you feel staff may need to know on individual children on the day, i.e.
- behaviour issues, special needs that staff may not be aware of, children that are new etc...

If the play leader needs support from the manager this should be available.

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 