Summer Play Scheme

2017

Registration Form

Registered Address - 10A Dunevly Road, Portaferry, Newtownards, BT22 1NB
EMAIL - info@chirpychicksplaygroup.com
WEBSITE - www.chirpychicksplaygroup.com

Chirpy Chicks Playgroup Summer Play Scheme 2017 will run from July 24th to August 11th 2017 Please tick which daily sessions are required and whether or not they recur weekly during the scheme.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					

General Terms & Conditions

The cost of a 9am-12pm session is £10.00. You can pay by cheque sent to our registered office address, by credit/debit card on our website, or bring payment along on the child's first day.

Playgroup cannot undertake the care of sick children – i.e. infectious diseases, excluding colds & coughs. This is for the protection of others in the setting and any decision to exclude a child from a session due to illness is at the discretion of the Pre-school Leader on site. Staff also cannot administer medicines unless there is a specific circumstance and written permission is given. A permission form for medicines is included as part of this document, along with sunscreen permission should little ones need topped up when out and about. Also included is an intimidate care permission form and policy in case a change of clothes is needed or help with toileting, and permission for photography and associated policy so we can let parents and carers get a snap shot of the day to day fun.

When dropping your child off at Chirpy Chicks you are responsible for seeing them securely into the care of a member of staff who will mark them in the attendance register. It is important that you inform staff who is to collect your child from the playgroup each day. If someone not registered as a contact for your child is to collect them staff must be informed for security reasons. Also if there is a situation where a parent does not have custody of a child and are not permitted contact we would need such information in writing and proof of a court order.

I AGREE TO THE TERMS & CONDITIONS ABOVE

Signed: (Parent/Guardian)	Date:

Signed: (Playgroup Representative)	Date:

All information is held securely and in the strictest confidence

Contact Details

Registered Address - 10A Dunevly Road, Portaferry, Newtownards, BT22 1NB
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CHILD'S NAME:	DOB:
MOTHERS NAME:	FATHERS NAME:
ADDRESS:	POSTCODE:
ADDRESS 2 (if applicable):	POSTCODE:

TELEPHONE

HOME:	WORK:	MOBILE:
HOME:	WORK:	MOBILE:

Please provide an email address we can contact you on regarding any updates or changes to the summer scheme schedule. Your address is not shared with any 3rd party and held securely.

EMAIL ADDRESS 1
EMAIL ADDRESS 2

GUARDIAN/CARER (If applicable)

NAME:		
ADDRESS:		POSTCODE:
TEL- HOME	WORK	MOBILE:
EMAIL ADDRESS:		

Should a parent/guardian/carer be unavailable to pick up a child due to illness or be uncontactable for any other reason please provide an emergency contact

EMERGENCY CONTACT

NAME:		
ADDRESS:		POSTCODE:
TEL- HOME	WORK	MOBILE:
EMAIL ADDRESS:		
RELATIONSHIP TO CHILD :		

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About Your Child

Registered Address - 10A Dunevly Road, Portaferry, Newtownards, BT22 1NB
EMAIL - info@chirpychicksplaygroup.com
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MAIN INTERESTS:
SIBLINGS (Names & Ages):
LIKES (Favourite food, TV show, Toy, etc):
SPECIFIC DISLIKES (i.e. getting hands wet, loud noises, creepy crawlies, etc):
ANY OTHER SPECIAL PEOPLE IN THEIR LIVES (might even be a pet!):

Health Details

DOCTOR'S NAME:
DOCTOR'S ADDRESS:
DOCTOR'S TEL:
ANY RELEVANT MEDICAL HISTORY:
HEALTH VISITOR NAME (If applicable):
ANY ONGOING HEALTH PROBLEMS IE; ALLERGIES, ASTHMA, ECZEMA. PLEASE STATE:

If you have any further information, which would be relevant to your child's emotional or physical welfare or if any of this information changes please inform us as soon as possible.

All information is held securely and in the strictest confidence

PHOTOGRAPHY POLICY

Chirpy Chicks Playgroup is aware the potential risks posed to children by the taking and using of images of them. We also feel it is important that parents get an opportunity to document their child's time at Playgroup and photographs provide a perfect and lasting way of doing this.

Photography and using similar media can be an important part of certain aspects of play. To ensure children's rights and wellbeing are protected, Chirpy Chicks Playgroup will only permit taking and using of images of the children in our care for the following purposes, and with the written permission of parents/carers of the individual children.

- Signed consent will be obtained on individual children's **Permission for Photography** forms upon a child's registration into Playgroup, stating parents/carers consent that their children's images may be taken during the course of the day by Staff, suitably vetted volunteers and students, and potentially other children in the course of play.

- Images will be held securely, usually password protected and encrypted.

- Images will only be used for those purposes parents/carers have agreed on their children's **Permission for Photography** form which follows this policy.

- Images will only be accessible to Playgroup Staff and Management and not to the general public.

- All images of Chirpy Chicks Playgroup children and staff are protected by the group's *Data Protection* and *Confidentiality policies*.

Permission for Photography

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In a world of selfies, Instagram, and the visual web that you can find on your PC, iPad, smartphone and maybe even your smart watch, photography is everywhere. For a long time it was sort of feared, who was looking at it, who had it, but with numerous Facebook posts whizzing past, Tweets of holidays, Snaps of nights out, it's been embraced as part of the everyday routine.

Photographs in Playgroup can be great in many ways from capturing memories of fun days and activities, annual events, to even letting little ones take snaps of the change of seasons to help them understand how the world works. We would like to be able to use photography in this way and also for promotional material on our website and our Facebook Page. To do this of course we need your permission.

Below is a Permission For Photography declaration that we would appreciate you signing and sending back in for us to keep on file. We will ensure you also have our Photography Policy so you know how we will use and store imagery. This is a request we will make each year at the start of term, and for specific play schemes outside of term-time if required. Should your permission choice change for any reason do please let us know.

The Chirpy Chicks Team

Permission for Photography

[Please mark your choice as appropriate)

Child's Name:

I do/do not give permission for my child to have their photograph taken at Chirpy Chicks, and used to showcase my child's time at Playgroup and for promotional purposes including appearing on the official website and social media presences.

Parent/Carer :

Date:

INTIMATE PERSONAL CARE POLICY

Principles

The purpose of this policy is to ensure the appropriate processes with regard to intimate personal care are known and adhered to within the setting. Chirpy Chicks Playgroup is committed to ensuring that all Staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children/young people with respect and dignity when intimate care is given.

Policy

This policy has been introduced to ensure that Staff and volunteers within the setting are aware of the Intimate Personal Care Policy and conform to the expectations of Chirpy Chicks Playgroup in line with current standards of care.

At all times Management and Staff will ensure that there is positive engagement with parents/carers, and Chirpy Chicks Playgroup will work in partnership with regard to toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Procedure

Management and Staff will endeavour to ensure that:

- There is adequate support for children with intimate care needs, and individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

- Staff who provide intimate care are trained to meet the needs of individual children.

- Only vetted Staff are allowed to be involved in the intimate care of the children.

- All Staff adhere to Chirpy Chicks Playgroup *Safeguarding and Child Protection Policy*.

- Suitable equipment and facilities are made available.

- Staff carrying out intimate care are appropriately supported.

- Where possible one to one care will be provided unless there is an identified need for having more adults, though other Staff will monitor the situation discreetly nearby.

- Intimate care is discussed and agreed with parents and carers.

- The needs and wishes of the child/young person are taken into consideration.

- The constraints of staffing and equal opportunities legislation are taken into account.

- Changing areas are warm safe areas.

- Each child has their own nappies or pull-ups and changing wipes to hand.

- Gloves and aprons as appropriate are put on by Staff before changing starts and the areas are prepared.

- The changing mat is cleaned with antibacterial wipes after use.

- There is an appropriate sanitary bin designated for the disposal of nappies

In conjunction with intimate care is our **Toileting Policy** below:

At Chirpy Chicks Playgroup Ltd we promote independence by letting children go to the toilet by themselves. Staff will ensure that no more than two children go out to the toilet at one time. Members of Staff support this by remaining at a close proximity to the children to ensure their safety. The front door of the hall near the toilets will be kept locked at all times. Children's safety and child protection are at the utmost importance for us at Chirpy Chicks Playgroup.

Permission for Intimate Care

From time to time children may need assistance that would be classed as intimate care. This includes help with changing clothes as sometimes water doesn't always stay in the water tray, and more paint can appear on clothes than on paper. While we always encourage toileting to be an independent activity for the child, there will be occasions where a little help is needed in that area as well. This form gives Chirpy Chicks staff permission to lend a hand always mindful of the children's privacy, but ready to respond when needed.

The Chirpy Chicks Team

Permission for Intimate Care

[Please mark your choice as appropriate)

Child's Name:

I have read the Chirpy Chicks Playgroup Ltd policy on Intimate Care and I *do/do not* give permission for my child to have assistance from staff in Chirpy Chicks Playgroup Ltd with regards to changing of clothes and toileting if required.

Parent/Carer :

Date:

FIRST AID POLICY

Accident prevention is preferable to first aid, but in spite of all precautions, now and again someone will need to administer first aid in our setting.

Our aim is to ensure that appropriate first aid measures are in place, applied promptly and efficiently as required by the designated First Aider.

At least one member of staff with a current first aid certificate will be on duty at all times, and staff are required to re-qualify/update their skills every 3 years.

A correctly stocked first aid box will be maintained at all times.

In the event of an accident the First Aider will assess the injury;

If MINOR:

- Appropriate first aid will be given, complying with our policy for handling spills of body fluids.

- Treatment will be given and parents will be notified.

- An accident report form will be completed and signed by staff and parent/carer.

If SERIOUS:

- First aid will be applied.

- If necessary an ambulance will be called, every effort will be made to contact emergency cover to allow a member of staff to accompany the child in the ambulance.

- Notify parent/carer/emergency contact/with details of the incident and child's destination.

Follow up Procedures

- A complete written report of incident will be completed.

- The report will be signed by Leader/Director and parent/carer/next of kin or emergency contact.

- Any incident will be reported to the Directors as soon as practically possible.

- Insurance company and Social Services will be informed on the same day.

- A follow up meeting with parents/carers and a Director will be arranged as soon as practically possible.

Permission to Administer Medicine

Administering medicine, even a mild painkiller is a practice that a lot of school and childcare facilities won't engage in, sometimes with parental/carer permission it is needed. A sudden fever or lingering cold can sometimes be alleviated by a spoonful of Calpol, and of course there will be some children for whom daily or as required medicines are part of their routine. We're seeking your advice and guidance to administer medicine as per your instructions.

We will keep Calpol (a paracetamol based children's painkiller) in our First Aid kit and any time it is used we will record amounts, time administered and inform parents/carers upon pick up. If a child is already on a regular dose due to an ailment do please keep us informed for their safety. Should a particular medicine need to be avoided do please inform us below.

The Chirpy Chicks Team

Permission to Administer Medicine

[Please mark your choice as appropriate)

Child's Name:

I have read the Chirpy Chicks Playgroup Ltd policy on First Aid and I *do/do not* give permission for my child to have basic medicines as outlined administered by staff in Chirpy Chicks Playgroup Ltd.

Parent/Carer :

Date:

Specific medicines required by my child if appropriate:

Specific medicines my child MUST NOT be given (due to allergies or other reasons)

Permission for Sunscreen Application

As the warmer weather and stronger sunshine start to appear, and hopefully stay, sunscreen on the children is essential. We would ask that sunscreen be applied at home so everyone is ready to play, however we fully appreciate that's easily forgotten in the morning rush so we kindly ask permission to apply some at playgroup if the need arises. If there are any brands that don't agree with your child, or if allergies are a specific problem do please let us know on the permission slip below. Once everyone is ready for the sun it's time to get outside and have some fun!

The Chirpy Chicks Team

Permission for Sunscreen Application

[Please mark your choice as appropriate)

Child's Name:

I do/do not give permission for my child to have sunscreen applied by Chirpy Chicks Playgroup Ltd staff as required.

Parent/Carer :

Date:

They do/do not have any allergy or known issue with any brand of sunscreen.

If there is a sunscreen brand to avoid please let us know below: