



# Us in a Nutshell

We are a holiday club childcare service offering supervised care and fun activities from 8am-6pm throughout the school holidays for children aged 4-12 years. We pride ourselves on not just being 'another sports camp' but providing a real variety of activities for children to partake in. These include activities that our own staff lead and also external professionals who come in to lead exciting sessions and workshops!

## Some of the activities we offer:

- Fun group games
- Sports
- Arts & Crafts
- Outdoor activities
- Theatre/shows
- Cooking
- Board Games
- Construction
- Science

## Some of the external activities we offer:

- Scooter sessions
- Fencing
- Dance/Cheerleading
- Athletics
- Specialised cooking
- Archery
- Martial Arts/Parkour
- Circus skills
- Science workshops...and so many, many more!

## Our Ethos:

Our club is child led, meaning the children decide the schedule for the day by choosing from our selection of activities and resources. Play in Hallam endorses an active brand of play, meaning that no games consoles will be available. We believe in going the extra mile, expanding on your child's ideas and ensuring that their views and opinions count.

# Useful Information

## Venue/Directions:

Play in Hallam  
King Edwards VII Upper School  
455 Glossop Road  
Sheffield  
S10 2PW

Contact - 0800 047 6523  
Website - [www.playinltd.com](http://www.playinltd.com)  
Email - [info@playinltd.com](mailto:info@playinltd.com)



## The entrance:

When you are looking at King Edwards with your back to the field and the pillars in front of you, walk round the left of the building. Follow this wall round the building to the right, you will see some benches, the entrance is a fire escape to the right of these. Someone will let you in here.



## Parking:

You can park either in the school grounds (though it can get full, especially on results days) or in the Hallamshire hospital just over the road. Enter from either Newbould Lane or Glossop Road.

Walk round left of building

## Prices:

Fees are charged per session at a fixed fee of £33 per session. There is a 5% discount available to the 1<sup>st</sup> sibling booked in. Use the promo code **SIB05** when booking online to secure this 5% discount. All fees are paid when you book online by credit, debit card or childcare vouchers. We do not accept cash or cheque.

## Cancelling/Changing Sessions:

If you have booked in sessions at the holiday club and would like to cancel these sessions, we can offer a 50% cancellation fee if given at least **1 WEEKS NOTICE**. **If a weeks notice is not given then you will be charged the full amount for the booked sessions.** If you would like to change a booking, we will change a booking like for like at any point (subject to availability) at no extra charge. We will always advise you of the most cost effective way to amend your booking. Please e-mail or ring in order to request these changes.

**In the event of child sickness, severe weather conditions, personal change of plan where the session is no longer needed or failure to provide 1 weeks notice, your full normal rate will still be charged.** Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

## Drop off and Collection:

The club is open from **8am-6pm**. Feel free to drop your child off and collect them at any time in between these hours. The club closes at 6pm, if for any reason you are delayed and will be later than this time, please contact the Play in Hallam contact number to inform us. There is a late collection fee of **£5 for each staff member for every 5 minutes after 6pm** to cover the costs of the staff who are legally required to stay and supervise your child.

# Preparing for Holiday Club

## What to bring to the club:

- Packed lunch with child's name on (including extra snacks if they require them)
- Water bottle with child's name on
- A bag of spare clothes (for personal accidents or in summer-water fights!)
- Weather appropriate clothes e.g sunhat/scarf/gloves for outdoor activities
- Sun screen if they have sensitive skin

## What not to bring:

- Mobile phone/tablet/technological equipment or toys
- Cameras
- Valuable items
- Expensive/new clothes
- Money

## Weather conditions/Sun cream/What to wear:

The children at Play in Hallam will be involved in a range of indoor and outdoor activities so we ask that you prepare your child for all weather conditions. Comfortable clothes appropriate for sports/games/the odd paint splash should be worn. Please apply sunscreen on your child prior to bringing them to the club. Even when it isn't sunny, the UV rays can be strong and therefore suggest you do this even if it is not a sunny day. We ask you to sign a consent form as part of the registration pack for us to apply sunscreen to your child, but if they are sensitive to certain sunscreens we suggest that you bring sunscreen to the club. Ideally if you apply sunscreen which provides all day protection prior to your child coming to the club, that would be much appreciated.

## Extra Curricular clothing/Scooters & Bikes:

On days where we provide **fencing, zorbing, scooter sessions or other such highly physical activities**, we ask that children wear long trousers or leggings to protect their legs. On trampolining days, children must wear socks, and on **scooter/bike days children must bring their own scooter/bike and helmet**. This is a request made by the professionals who provide these sessions and failure to wear the correct clothing may result in your child not being able to join in.

## **Food:**

For the children's main meal we ask for parents to provide a packed lunch with the child's name on. If you would like to include extra snacks within this for your children, feel free to do so. **PLEASE BEAR IN MIND THAT WE DO NOT HAVE ANY REFRIGERATION FACILITIES TO STORE PACKED LUNCHES.**

Each day we will also provide healthy snacks in the morning and afternoon. These include:

- Rice cakes/bread sticks/crackers
- Fresh fruit & vegetables
- Biscuits/pancakes

Fresh water will be available at all times.

## **NUT-FREE Zone:**

We are a **NUT-FREE** and all packed lunches must **NOT** contain nut based products or anything that may contain nuts.

Packaging must be checked for:

- Not suitable for nut allergy sufferers
- This product contains nuts
- This product may contain traces of nuts

Indicating this is unsuitable for club consumption.

**Lunch box items will be removed by staff and replaced with snack items if containing nuts or nut products.**

We ask parents to notify us regarding any special dietary requirements or allergies when they register their child. Information regarding food allergies is recorded on the Allergy Information Board which is visible to staff whilst food is being prepared.

# For your Peace of Mind

## **OFSTED Registered:**

Play in Hallam is OFSTED Registered, which means that we need to keep to the highest standard of care. As we are Registered, we are able to accept child care vouchers, which allows parents to save money.

## **Staff/Safe Recruitment:**

Play in Hallam is run by highly qualified childcare professionals and experienced Play Workers. You can be assured that we follow a safe recruitment policy when employing staff (this can be seen in our Safe Recruitment Policy). All/relevant staff are:

- Fully Qualified Childcare Professionals
- DBS Certified
- Safeguarding trained
- Food Hygiene Certified
- First Aid trained

We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

## **Extra Curricular Providers**

We have 2 Extra Curricular providers that come in each day apart from Fridays to provide fun and new activities for your child to try. These usually come for the am session between 10.30-11.30 and for the pm session from 1.30-2.30, but this can change from time to time depending on the providers. Please ask us on the day if you need exact times and we can let you know then. All the external providers that we use are DBS checked, I.D checked, have public liability insurance and are legitimate workshop providers for children. They will also never be left unsupervised with the children as at least 1 'Play in' member of staff will always be in the session.

## **Policies & Procedures/Data Protection**

Please visit [www.playinltd.com](http://www.playinltd.com) for a full list of our Policies & Procedures. All information will be kept confidential in line with our **Data Protection & Privacy Policy** and our **Privacy Notice**.

Please refer to our club's **Terms and Conditions** or **FAQ's** on the website for any further information required. Thank you.

# Privacy Notice

At Play in Ltd we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Our legal condition for processing any health-related information that you provide about your child is so that we can provide appropriate care for that child.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email and post where necessary, so that we can send you information about your child, our Club and other relevant news, and so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).