

St Peter's Playscheme- Parents' Handbook



St Peter's Playscheme
'Committed to Equal Opportunities for All'
Chapel Lane, Rossett, Wrexham LL12 0EE
Telephone / Ffon: 01244 570594
Email/Ebost: **playscheme381@gmail.com**



St Peter's Playscheme is a Charitable Incorporated Organisation (C.I.O.)
and our registered charity number is 1191771

Dear Parents and Carers,

Thank you for making enquiries about our wraparound care. We hope you find the information in this handbook useful.

Please do not hesitate to contact us using the details on the front page if you have any questions.

We look forward to welcoming you to our service.

Kind Regards,
Mrs Sophie Cannon
Playscheme Co-ordinators

Aims and objectives of the service



St. Peter's Playscheme is a happy caring setting with a welcoming atmosphere, where children can enjoy a familiar routine. The adults in the setting have an important responsibility to model high standards of conduct and communication, both in their dealings with the children and each other. Whilst we are primarily an English medium setting, in line with St Peter's School, we do use Welsh incidentally during the day.

- We aim to create a positive play environment emphasising the importance of being valued as an individual within the service.
- We promote, through example, honesty and courtesy, a caring and effective play environment.
- We encourage relationships based on kindness, respect and understanding of the needs of others.
- We create an environment where children feel emotionally safe and secure based within the physical safety and security of their primary school.
- We ensure fair treatment for all, regardless of age, gender, race ability and disability.
- We encourage the children to respect the world around them, and their wider environment.
- We build up good relationships with our parents and carers encouraging their ideas and input as we run a forward-looking organisation, keen to listen, respond and adapt to the needs of our families.

Details about the children for whom care is provided



BEFORE AND AFTER SCHOOL CLUB

The after school club can accommodate 56 children at any one time with the use of three rooms, a school hall and outdoor play areas.

The Playscheme session caters for ages 3-11; children who attend nursery class through to year 6. The session is open from 7.45am to 8.30am and 2.50pm to 5.30pm.

We run the Welsh Government Free Breakfast Initiative from 8.30am. This entitles children to a free, healthy breakfast before the school day begins. Please note children need to register for this service.

PLAYGROUP PLUS (ABC)

Our ABC session can accommodate 26 children and caters for ages 3 and 4, who attend our nursery from 11.30am to 2.50pm.

We are participating in the **Childcare Offer for Wales**. For further information contact the Family Information Service on 01978 292094 or fis@wrexham.gov.uk

The Welsh Government Child Care Offer, giving working parents 30 hours of free care (12.5 hours of nursery education and **17.5** hours for wraparound childcare) can be used at St Peter's Playscheme. Please note this includes 9 weeks which can be used in school holidays, when the full 30 hours is available.

HOLIDAY CLUB

Our holiday club caters for upto 24 children aged 3 – 11 who attend nursery class through to year 6 at our school. Children who are registered to join St Peter's nursery in the following September will be allowed to attend the holiday club over the summer. We recommend this is best for children who already have siblings in the school.

The sessions are open from 8am – 5.30pm. Morning session available from 8am to 1pm and afternoon session 1pm – 5.30pm or all day 8am to 5.30pm. Any session over 5 hours is classed as all day.

Range of needs of relevant children to be met



The Playscheme is open to any child attending St Peter's School.

Holiday Playscheme is also open to any child attending St Peter's School.

No child shall receive less favourable treatment on the grounds of race, colour, ethnic or natural origin, religious beliefs or the ability to pay.

Through discussion and time spent getting to know our families we will try to meet individual needs and abilities. We will also liaise with school to promote equality and diversity within our service.

St Peter's Playscheme and St Peter's School work very closely to provide an inclusive package of education and childcare. We expect our all staff and pupils to treat each other with courtesy and respect.

We will track children's progress using photographic evidence to record significant achievement which can be shared with parents via email and our Facebook page St Peter ABC.

We welcome the opportunity to care for pupils with additional needs and have done so successfully in the past for children suffering from a range of conditions from serious food allergies to epilepsy and diabetes. We would liaise with parents and the appropriate health professionals to ensure our knowledge of the condition was suitable to enable us to offer high levels of care.

Language(s) used



The main language used is English. However, we use some Welsh second language phrases incidentally throughout the day and in co-operation with the school, some simple Welsh vocabulary is taught.

Opening hours



BEFORE AND AFTER SCHOOL CLUB

The session is open from 7.45am to 8.30am and 3.00pm to 5.30pm.

During term time, we incorporate the Welsh Government Free Breakfast Initiative from 8.30am. This entitles children to a free, healthy breakfast before the school day begins. Please note children need to register with school for this service.

PLAYGROUP PLUS (ABC)

Our ABC session runs from 11.30am to 2.50pm.

HOLIDAY CLUB

Our holiday club caters for children aged 3 – 11 who attend nursery class through to year 6 at our school. Children who are registered to join St Peter's nursery for the following September will be allowed to attend the holiday club over the summer. We recommend this is best for children who already have siblings in the school.

The sessions are open from 8am – 5.30pm. Morning session available from 8am to 1pm and afternoon session 1pm – 5.30pm or all day 8am to 5.30pm. Any session over 5 hours is classed as all day.

Collection of the children

Your child / children may only be collected by the people you have listed on the registration

form. If someone else will be collecting please inform the Supervisor beforehand. If we have had no notification we will have to contact you.

When collecting your child, staff will write down the time they leave our care, in the daily register.

Playscheme is open until 5.30 pm. If you are delayed for any reason please contact us as soon as possible. We do reserve the right to apply a charge for late collection.

In extreme circumstances we understand that a parent may need to make alternative collection arrangements and we will, of course, co-operate with them. Staff will be on the premises until all children are collected.

Staffing (if applicable)



Staff

We have a stable staff membership and all are appropriately qualified to care for children. Staff responsibilities and duties vary on a daily basis but our overriding role is to provide safe, secure and enjoyable out of school care for our children.

Staff partake in additional training in order to meet latest guidelines and regulations.

The staffing ratio is 1 adult for 8 children. The rule is strictly adhered to.

Present Staff

Sophie Cannon	Senior Supervisor /Co-ordinator
Sonia Fueredi Goodlett	Supervisor
Amber Kell	Supervisor
Faye Walsh	Supervisor
Delyth Jones	Playworker
Amber Kell	Playworker
Holly Goodlet	Playworker

There are occasions when we offer a placement for a student or volunteer within our setting. We also offer support, on occasions, to our former pupils, now at secondary school and pursuing a childcare setting for their Duke of Edinburgh Award voluntary work.

All members of staff sign a confidentiality clause. This is to ensure that anything, which may be witnessed by staff, or anything which may be told to the staff, either concerning or by parents/children will be dealt with in the strictest of confidence.

Full details of provision including:



Facilities available

We have access to several indoor and outdoor areas depending on the weather and the session, for example after school club, catering for a variety of age groups needs access to more space than ABC, which only has 'nursery class' age participants.

We have a securely fenced area for our younger children to enjoy outdoor activities, whilst older pupils have access to the school's playground and grassed areas.

Play is central to all activities as we know it to be the main way children learn. Through play children develop physically, intellectually, emotionally and socially. Staff provide the opportunities for play experiences which will support, stimulate and structure the child's learning.

Some of the toys and play equipment available includes-

- Sand / water troughs.
- Bikes, scooters etc
- Range of bat and ball equipments
- Playdough clay junk.
- Cookery equipment
- Snooker table.
- Playstation, X box, Wii.
- Dressing up costumes,
- Musical instruments and cd player .
- Art equipment
- Lego, construction sets.
- Barbies, ponies, action figures, dolls' house, castle, dinosaurs, wild animal, farm, animal figures.
- Television and range of age appropriate DVDs

- Varied selection of boxed games, books etc.

We are strongly committed to positive action to remove counter discrimination in all aspects of our work in the way we deal with children, families and others. Activities are not organised according to gender. In purchasing games and equipment staff will be aware of the need to demonstrate no discrimination in their use. All children will be encouraged to take equal responsibility for tidying, learning and caring tasks.

Services Offered

We offer 'half day' and 'before/ after school' services during term time. We are able to offer a cooked meal at lunchtime, during term time.

During school holidays, we offer full day care but are unable to offer cooked meals and ask children to bring a packed lunch. Healthy snacks are available throughout the sessions.

Activities Offered

Supervisors provide a variety of stimulating and fun activities and there is a quiet area for children who do not wish to be so active. If children wish to do homework, Supervisors provide an area where this can be done in relative peace and quiet. Children are encouraged to take part in all activities with his / her development and enjoyment as priority.

- Sand / water play.
- Cycling, Outdoor physical activities
- Football, tennis, hockey etc
- Craft and model making.
- Baking.
- Snooker.
- Computer games
- Role play
- Musical activities and singing
- Colouring, cutting out, painting etc.
- Construction activities.
- 'Small World' Imaginative play
- Learning from film clips or television programmes.
- Table top games

Terms & Conditions



Fees (last updated Summer 2025 – please note fees will be subject to review)

	First child	
7.45 am – 8.30 am	£3	
11.30am - 2.50pm	£18	
2.50 pm – 4.15 pm	£8	
2.50 pm -5.30 pm	£12	

If a child is booked into playscheme (including ABC) and does not attend full payment will be required. **5 days' notice of cancellation is required.**

Sickness/illness arrangements We understand that parents cannot plan for this and therefore we do not make a charge if a child misses a session due to illness. We do however request that the parent contact Playscheme by email to inform us that their child will not be attending and does not expect the school to do this for them. **Please note if this information is not received you may still be charged.**

Admissions/settling in arrangements

The after school Playscheme is open to any child attending St Peter's School.

Holiday Playscheme is open to any child attending St Peter's, including Playgroup Plus-ABC, pending the staff / children ratio at the time.

No child shall receive less favourable treatment on the grounds of race, colour, ethnic or natural origin, religious beliefs or the ability to pay.

In order to ensure fairness in the allocation of places the following criteria will be put into consideration:-

If places are limited, siblings of children who are already attending will have priority over others, followed by children who book for every day of the week.

While available places exist, these will be allocated on a first come, first offer basis.

Provision will be made for social services, employer or other sponsored places.

If the Playscheme is over subscribed a waiting list will be kept and administrated by the Senior Supervisor / Co-ordinator.

St Peter's Playscheme has a comprehensive behaviour policy, which is available to parents on the noticeboard or on our Facebook page. Acceptable social behaviour is encouraged with staff acting as role models and displaying considerate attitudes to each other. Unacceptable behaviour is quickly identified and dealt with positively.

The management committee reserves the right to refuse admission to any child whose behaviour is, in our opinion, not in the best of interest to other children's health and safety

(this course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted.)

Settling in arrangements - All parents and children are encouraged to visit us before the child officially begins to attend, this enables both to familiarise themselves with the activities and routines available. Foundation Phase children are collected daily from their classrooms and escorted to the Playscheme by a Supervisor.

If necessary, junior children will be collected on their first few visits but usually their friends are only too keen to act as escort. Staff are aware that new children may be shy and hesitant and such children will be treated sensitively. A designated member of staff will monitor a new child's induction providing support where necessary. Liaison with parents is important and staff will ensure that parents will be informed how their child has settled.

Contract We ask parents to sign a summary document detailing, costs, timings, payment processes, absences, late collections etc.

Dealing with complaints



St Peter's Playscheme aims to provide a high quality, efficient and accessible service to parents and children. The way we work is reviewed regularly. However from time to time a parent or child may feel that they have a complaint against some aspect of our club, or an individual member of staff. Usually it should be possible to resolve any problems as soon as they occur. If not, then you should follow the formal complaints procedure set out below.

Informal stage. (verbally)

Initially speak to the Supervisor, if you prefer to do this outside of normal Playscheme hours, please arrange a convenient time. The Senior Supervisor will make every attempt to resolve this matter.

Formal Stage One.

First – put your complaint in writing to the Co-ordinator / Senior Supervisor. Full details along with names and dates should be included, letting us know what it is you are unhappy about.

Second – we will acknowledge your complaint as soon as possible and fully investigate the matter within fourteen days. If there is a delay, we will advise you of the reasons. We will keep you up to date with what is happening and give you a full reply. The response you receive will be copied to the member of staff concerned, with recommendations for any action to be taken, and

the matter will be reported to the management committee. If you are not satisfied with the outcome, you can ask the Co-ordinator to refer the matter to the next stage.

Formal Stage Two

The club Co-ordinator will refer the complaint and response to the management committee. The committee will investigate the matter with the response at a specially convened meeting. The chair of the management committee will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome. Individual members of staff have the right to reply to any complaint at any stage. The decision of the management committee is final. The Care Inspectorate can be contacted at their North East Wales Regional Office, Government Office, Sarn Mynach, Llandudno Junction L31 9RZ. Telephone number 0300 790 0126. Email ciw@ov.wales

Wrexham Family Information Service can offer support and advice. Tel 01978 292094

Section 13: Dealing with emergencies



Fire evacuation procedures

Fire drills are undertaken on a regular basis and at different times of the week/day. Staff have daily lists of which children are in their care and which location they will be based in. As several rooms are used pupils are trained to leave school through different exits depending on location to assemble in a specified area, along the fence in front of the main Playscheme door.

Accident or medical emergency

Detailed information is requested from parents on a child's registration to Playscheme covering medical conditions and contact details, including emergency back-up contacts. We liaise closely with parents if a child has an identified medical condition. In case of an accident or emergency, we would contact parents and/or the ambulance services. A first aid box is available and the contents are checked and up to date. All members of staff have an up to date first aid certificate.

Administration of Medicines

We can only administer prescribed medicines after completion of a medicine form. The medicine must be in the original containers marked with the child's name, accompanied by the relevant list of side effects. A Supervisor will administer the medicine as stated on the form.

Illness

Please do not send your child to Playscheme if he / she is unwell. Should illness occur and your child is booked into Playscheme you must contact us to cancel the booking. If a child were feeling unwell whilst in Playscheme, the parent will be contacted and asked to collect the child as soon as possible.

If the child's condition worsens to such an extent that Supervisors are seriously concerned that urgent medical treatment is required, after notifying the parent / carer, an ambulance will be called to take the child for such treatment.

If a child is exposed to a communicable or infectious disease we would expect the parents co-operation and ask them to contact us so that other vulnerable children can be notified if necessary. The service refers to the latest information on infection control from Public Health Wales.

Health and Safety

St Peter's Playscheme has a Health and Safety Policy, a copy of which is on the Parents' Notice board.

Child Protection Procedures

All staff are fully conversant with child protection procedures and have attended relevant training. Playscheme's first responsibility is to the child and we have a comprehensive safeguarding policy to ensure this.

- . (Wrexham SPOA 01978 292039/ 0345 0533 116)

St Peter's Playscheme & Holiday Club

Notice of Cancellation

- If your child is scheduled to attend Playscheme and no longer needs to the place you are required to give five (5) days' notice to the Playscheme Supervisor of cancellation. **If you fail to cancel a full session will be charged (£9.10 first child)**
- All cancellations must be made directly by the parent to the Playscheme Supervisor.

Unexpected Absence

- In the event your child is unwell and is not attending school it is your responsibility to ensure that the Playscheme Supervisor is informed. Please make certain when you contact the school office notify them of absence from school you also advise that your child is booked into Playscheme on that day and will not be attending.

Late Collection

- In the event that you are late collecting your child from ABC, Playscheme or Holiday Club the following charges will apply:

First 15 minutes late	£10
------------------------------	------------

Every 15 minutes thereafter	£5
------------------------------------	-----------

After School Activities

- If your child attends an activity after school (choir, football, cricket etc.) the place reserved for your child to attend Playscheme is charged in line with hourly rates. Playscheme charges are not pro-rated as a result of attending extracurricular activities

Payments

- As we use Parent Pay for billing bills will not be issued. We ask that you check your Parent Pay account and pay the balance daily weekly or by the end of the each month.
- If you are experiencing difficulty making a payment by the required date or you have a query with your bill please contact the Playscheme Supervisor on the date the bill is received non-payment of fees is unacceptable and may result in your child losing their place at Playscheme, or payment may be requested in advance.

St Peter's Playscheme and Holiday Club

Parent Playscheme Agreement

Child/Children's name/s

.....

Having received and read the information regarding payments and cancellations I confirm I will abide by these procedures.

Name

Address

.....

Parent/Guardian's signature

Date

Please retain the information sheets for your records and return this sheet to Playscheme as soon as possible and certainly prior to using the service.

June 2026