

### **Personal property.**

We cannot be held responsible for children's property and would prefer it if they did not bring in toys as loss or damage can be upsetting. Please name all your children's belongings including lunch boxes and drinks

### **End of day.**

Please ensure you collect your child promptly by the end of the session as an additional fee will be charged. A named responsible person over the age of 16 years must collect children.

If you have any questions or concerns please come and talk to us or call us on 0208 669 6658.

### **Complaints.**

If you have any complaints please ask to speak with the manager or make an appointment. If the complaint cannot be resolved you can contact the head of School in the next instance, the Cirrus Primary Academy Trust or call Ofsted if you are not satisfied. You will find details of the complaints procedure in the policies and procedures folder in reception.



# AVIATORS PLAYCENTRE INFORMATION BOOKLET



Wallington Primary Academy  
Mollison Drive  
Wallington  
SM6 9JN

Tele no: 0208 669 6658  
Email: [aviators@wallington.sutton.sch.uk](mailto:aviators@wallington.sutton.sch.uk)

## Welcome to Aviators Playcentre.

We aim to provide a safe and stimulating environment for children of primary school age through a varied programme of play opportunities.

Places can be booked for breakfast club, after school club and the school holidays.

Term time we collect children from Wallington Primary Academy, St Elpheges and Foresters Schools. Full day care in the school holidays can be accessed by primary age children from any school.

During the holidays local children may also attend for drop-in play. Places are limited according to spaces available.

### Opening times:

Booked after school. 3.15 – 6.00pm.

Booked school holidays. 8.30 –6.00pm. (A healthy packed lunch is required)

Drop-in during school holidays.

9.30 – 12.15 & 2pm – 4.45pm.

## Lunch

They will need a substantial lunch during the holidays to keep up their energy levels for play during the day. We suggest either a sandwich or similar, vegetable, fruit, juice and a small treat. No glass containers or fizzy drinks should be included or anything which needs cooking or warming up.

### **Strictly no foods containing NUTS**

**Children will not be permitted to share their lunch with others.**

Note: we are unable to keep children's lunches in a fridge so please supply a freezer block in their lunch box to keep any dairy foods cool.

## Clothing

It is advisable that children wear comfortable clothes that you will not be concerned about getting dirty and shoes that they can run about and climb in.

Flip-flops or shoes with heels should not be worn.

Jewellery such as necklaces and earrings other than studs should be left at home as can be a health and safety hazard whilst playing.

During the summer months please apply sun cream before your child/ren arrive or dress them in a long sleeved light t-shirt and a hat. If the children are booked for all day care, sun cream should be provided with their name on it in their bags. Please note children will be expected to apply their own sun cream.

During wet days and the winter months we may still play outside; children are only permitted outside if they have a waterproof or warm coat to wear with a hood, hat and gloves.

### **Play experiences**

At each session we aim to provide a wide variety of play.

Imaginary play, construction toys, creative arts and crafts, physical play and role play.

A selection of board games is always on offer as is a drawing table, computers and a quiet area for reading and puzzles.

There is a very large outside area with a sports pitch and play structures.

If children wish to do their homework we can make a space available for this.

During the school holidays we have themed activities on offer.

A programme of the activities can be found on the notice board.

Children are free to choose their own play activities each day but will be encouraged to try different activities and may be time limited to some e.g. computer games.

Children will be encouraged to clear up after themselves and at the end of the day, and will be praised for helping out at all times.

### **Staffing.**

A minimum of half of the staff team will be qualified or experienced. All of the staff are cleared with a criminal records bureau check (DBS) before they can commence work. A qualified First Aider will be on site each day.

### **Parents Notice Board**

Located inside the Playcentre entrance you will find a programme of current activities, a menu for snack and much more.

Also displayed is our School Ofsted registration number and tel; number for contacting Ofsted. Our inspection report can be found on the Schools website as can our Booking and Registration forms.

Just inside Playcentre you will find a folder containing our policies and procedures and a comments and suggestions box – your comments and suggestions are always welcome.

Please take time to read the 'Safeguarding' and 'Sickness' policies.

### **Safeguarding.**

We have a 'Duty of Care' to children attending Playcentre which means our responsibilities are to refer any concerns that we have around their care to the appropriate authorities.

## **Behaviour Management**

All children should be able to feel happy and safe while they are at Playcentre and therefore we expect them to be able to show respect for each other and the staff. A copy of the Playcentre golden rules can be found in your booking pack. We have a procedure for dealing with unacceptable behaviour, a copy of which is in the policy folder. If you would like a copy please ask the manager. It would help if you can discuss this with your child before they start. If you have any concerns please speak with the Manager.

## **Fees**

Please ask for a current price list. We offer a discounted rate for families booking 4/5 days per week on a termly basis and for siblings. Fees are payable monthly in advance by 1st of each month.

Please ask for a current price list for Drop-in play sessions.

## **Settling in.**

Children can sometimes be anxious and unwilling to try new things. On a child's first few days we will find another child to look after them and play with them until they seem comfortable in the setting. Staff will also pay special attention to new children to ensure their experience here is a positive one.

## **Reception age children**

Have an allocated keyworker to feed back to parents. We monitor their progress at Playcentre during their reception year.

## **Snack.**

We provide a snack after school and at morning and afternoon sessions during the holidays.

We try to provide a healthy, balanced selection. Please see the menu on the noticeboard. Children may access water at any time during the day from our water fountain.

## **Registration Forms**

Found in the Parent Pack and must be completed with emergency contacts and signed by a parent/carer before your child may start at Playcentre. Please ensure we are kept up to date with any changes to mobile no's etc.