

# CARRYDUFF PLAY CARE CENTRE CONTRACTS

## Carryduff Play Care Contract

Our aim is to provide good quality low cost care for your child/children while you are at work or college. All our staff have relevant Childcare qualifications, additionally, four have Level 5 Play Work qualifications and four are qualified teachers. Our Centre has received Playboard's quality assurance accreditation 'Pathways to Excellence', C.A.P.S Quality Assurance Gold Award and we have also been awarded the 'Fit for Play' certificate by the Sports Council for N.I.

We are registered and monitored by Social Services and affiliated to Playboard and The Early Years Organisation. The Centre's programme varies, and in consultation with the children, a structured and informal plan of play activities is provided.

At Carryduff Play Care Centre we have many opportunities for play, the voice of the child plays a significant role in planning. We offer a wide range of play opportunities for children so that they can choose their play independently. We cater for all types of play;

**Symbolic Play** – play which allows control, gradual exploration and increased understanding without the risk of being out of one's depth.

**Rough and Tumble Play** – close encounter play which is less to do with fighting and more to do with touching, tickling, gauging relative strength. Discovering physical flexibility and the exhilaration of display.

**Socio-dramatic Play** – the enactment of real and potential experiences of an intense personal, social, domestic or interpersonal nature.

**Social Play** – play during which the rules and criteria for social engagement and interaction can be revealed, explored and amended.

**Creative Play** – play which allows a new response, the transformation of information, awareness of new connections, with an element of surprise.

**Communication Play** – play using words, nuances or gestures for example, mime, jokes, play acting, singing, debate, poetry.

**Dramatic Play** – play which dramatizes events in which the child is not a direct participator.

**Deep Play** – play which allows the child to encounter risky experiences, to develop survival skills and conquer fear.

**Exploratory Play** – play to access factual information consisting of manipulative behaviours such as handling, throwing or banging.

**Fantasy Play** – play which rearranges the world in the child's way; a way which is unlikely to occur.

**Imaginative Play** – play where the conventional rules, which govern the physical world, do not apply.

**Locomotor Play** – movement in any or every direction for its own sake.

**Mastery Play** – control of the physical and affective ingredients of the environments.

**Object Play** – play which uses infinite and interesting sequences of hand-eye manipulations and movements.

**Role Play** – play exploring ways of being, although not normally of an intense personal, social, domestic or interpersonal nature.

**Recapitulative Play** – play that allows the child to explore ancestry, history, rituals, stories, rhymes, fire and darkness. Enables children to access play of earlier human evolutionary stages.

*“A Playworker’s Taxonomy of Play Type by Bob Hughes”*

### **Parent Contract**

Whilst the links between parents and the centre will be as flexible as possible, in order to avoid misunderstandings this contract outlines the agreement in writing. We advise parents to familiarise themselves with all our policies, which are available in the Foyer.

We aim to provide all parents with the necessary information regarding holiday booking forms, accounts, memos etc. To do this we have provided a ‘post box’ for each family. It is important to regularly check, and read, any communication as it is our system for ensuring all parents receive important information regarding the care of their child/children.

Parents are required to inform the Centre if their child will not be attending, or if alternative arrangements have been made for collection.

Some points to note:

1. Contracted places are not transferrable, and there is no refund or reduction for unattended sessions.
2. When a child is not collected at the end of the booked session, staff will try to contact the parents or the nominated emergency contact. A fee is charged for late collections. (Please see pricing policy).
3. Care is available during all school holidays, except New Year’s Day, Easter Monday & Tuesday, May Day, 12<sup>th</sup> July, August Bank Holiday, Christmas Day and Boxing Day. To enable us to arrange cover to maintain the correct staff/child ratio and agree staff holidays, you are required to complete and return the appropriate holiday booking form by the date specified, indicating if care is required, or not.
4. Parents are invited to attend the Annual General Meeting and encouraged to become involved either as a committee member or helper, and to support the Fundraising Events organised by the voluntary management committee.

## **Pricing Policy**

Quality care can only be provided by employing and retaining suitably qualified staff. To maintain our standards and remain sustainable the following Pricing Policy is applied:

**Fees - Fees must be paid monthly within seven days of the invoice date.** Where this puts parents under financial strain, an arrangement can be made for weekly payments. Fees may be paid using childcare vouchers, card, cheque, BACS or cash. When paying by cash please enclose the invoice with the cash in a sealed envelope. Fees are reviewed annually, with any increase taking effect from September.

**Contracted Bookings** - Term-time contracted bookings are places booked and secured for the same days each week throughout the term; this includes half-term holidays and exceptional closures. Term-time contracted bookings are charged at a discounted rate. They are not transferrable, and there is no refund or reduction for unattended sessions.

**Please Note:** Where payment is not made by the due date the account will not continue to attract the discounted rate. **Parents are required to give one months notice to cancel a fixed booking.**

**Casual Bookings** - Casual bookings are requests made for care additional to a fixed booking, or care required on an irregular basis. All casual bookings are charged at the full rate and availability cannot be guaranteed. There is no refund or reduction for unattended sessions.

**Late Collections** - It is important children are collected promptly at the end of a session to ensure staff ratios are maintained and to avoid staff being continually late closing at the end of day.

Late collections are charged at £30 per hour. (charged by 1/4hr) Continual lateness will result in the parent being asked to find alternative care for their child/children.

**Holidays** - Parents are asked to complete, and return, the appropriate booking form at each playgroup or primary school closure, to clarify whether their child is, or is not, requiring care.

Christmas, Easter and summer (July & August) holidays are not charged in fixed term time bookings, and care required during these periods **MUST** be requested on the booking form which we will issue.

All other holidays during term time, e.g. Half Terms, St. Patrick's Day etc., are charged in the fixed booking. Any additional care during term time closures must be pre-booked. The discounted rate only applies to bookings received by the return date on the booking form.