

# Haddenham Playscheme 2014

## ENROLMENT GUIDELINES & PROCEDURES

We take the safety and security of your children very seriously. Please take the time to read the following Enrolment Guidelines & Procedures. In addition, please ensure you read all the notices on display during the week of Playscheme.

1. All children **MUST** be signed in and out of every session of Playscheme. Children who are not allowed to walk home alone must remain in the school hall until collected by a parent or authorised adult.
2. We ask parents to help for **AT LEAST ONE SESSION PER CHILD ATTENDING**. We welcome any parents that can offer their help for more sessions than required. Dads are always welcome!
3. Children/parents that are not enrolled with Playscheme (as either a member or helper) must not enter the premises after registration has taken place. If you need to do so, please ensure you notify a Co-Ordinator of your arrival.
4. Under 5's – we are unable to offer places on the main Playscheme to children who are 5 after 31/08/14. However, to enable parents with younger children to take their turn to help, we offer an Under 5's Club – free of charge. This facility can only be used on the days where parents are helping at Playscheme. All 4 years olds in the Under 5's Club will be given the opportunity to try some of the activities on offer at Playscheme – under close supervision.
5. Children under the age of 12 at 31/08/14 cannot be registered as a Playscheme helper. They must pay and enrol to attend Playscheme.
6. Children aged 12-14 at 31/08/14 can only help on the days that their parents are also helping. 12 – 14 year olds are not permitted to help on cookery, woodcraft or any other activity that has Health & Safety issues.
7. Senior school children aged 15-18 at 31/08/14 can help independently of parents helping but may still be limited to some activities.

8. Please complete the Enrolment Form and answer all questions fully.
9. You will be asked to sign the Enrolment Form agreeing to all of our safety procedures.
10. Cheques should be made payable to 'Haddenham Playscheme'. We will issue a receipt for cash payments only.
11. Activity Timetables and Parent Helper Timetables will be issued once all the Parent Helper preferences have been collated – usually before the end of the summer term.

We look forward to seeing you at Playscheme 2014!!

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**WE NEED THE FOLLOWING ITEMS :**

Coloured buttons, junk modelling materials, white A4 card, yoghurt pots, egg boxes, newspapers, wallpaper for covering tables, small shells, pebbles, comics & magazines, small photo frames, small glass jars or dessert pots, Pringle tubes, scrapbooking items, washing tablet boxes, wrapping paper and any unwanted craft materials.

Please ensure all recycled containers are washed and ready to use.