

YOUTH COMMISSION EASTER 2017 PLAYScheme



Dear Parents/ Guardians,

Playscheme is a fun yet rewarding environment for your child to grow and learn new skills every day of their school holidays. Playscheme is open to all children of Primary School age and is based at the LOC Youth Centre, Les Ozouets Campus, St Peter Port, Guernsey, GY1 2UB (The old St Peter Port Secondary school).

APRIL 2017:

Monday 10th, Tuesday 11th, Wednesday 12th, Thursday 13th

Tuesday 18th, Wednesday 19th, Thursday 20th, Friday 21st

Mornings: 9am-12.30pm £12.50 / Afternoon: 12pm-3.30pm £12.50 / Full Day: 9am – 3.30 pm £23.00

Please note that children cannot be supervised before 8.55am.

Bookings are taken on a first come first served basis - SPACES ARE LIMITED SO PLEASE BOOK EARLY.

Please find attached a booking form, which should be fully completed and signed before returning to the Playleader Mrs Caldwell at the Youth Commission Office with the correct payment. Once this form has been received, your booking will be accepted unless you are informed by the Playscheme Leader or a member of Youth Commission Staff.

No other acknowledgement will be sent

Payment must be made at the time of booking.

Cheques for the correct amount should be made payable to 'Youth Commission'.

BACs payments should be made to

'Youth Commission for Guernsey & Alderney LBG' sort code **60-09-20** account **74482130**

Safety is our prime consideration. Therefore children are not permitted to be taken from Playscheme during the stated times unless prior notice has been given. If you do need to pick your child up during activity times please inform the Playleader at the start of the day.

If your child is unable to come or is going to be late, please let a member of Playscheme staff know as soon as possible. If your child is more than 15 minutes late please ensure that he/she reports to the Playleader on arrival and does not go straight into group activity. (Tel: **01481756099** – Youth Commission office)

Children staying for lunch must bring a drink and a packed lunch with them. No activities will run during lunch time but appropriate supervision will be provided.

Please ensure your child comes suitably dressed for arts and craft and/or outdoor activities especially if it is cold or raining.

Please **do not** send your children to Playscheme with any money, as there will be no opportunity to spend it.

Please notify us of any dietary requirements.

Children will be offered drink and fruit in the morning & afternoon breaks and may take part in cooking activities.

If your child has a medical condition that will require treatment on Playscheme please fill out an Administration of Medicines on Playscheme form, available on request. If your child has a condition but does not require treatment at Playscheme please fill out a Medical Disclaimer box on the form. We would welcome an indication of any ongoing one to one work with professional staff (schools or otherwise).

If you require any further information, please do not hesitate to contact me via 01481 756099 or via the office on HelenaC@gcfe.net

With kind regards,

Mrs Helena Caldwell

Playleader

YOUTH COMMISSION EASTER 2017 PLAYScheme

BOOKING INFORMATION

(Your copy to keep)

Playscheme Regulations

I am the Parent/Guardian of the child named on the Youth Commission booking form. It is my wish that he/she is admitted to the Youth Commission Playscheme and I consent to him/her being involved in any activities, trips or outings organised by the staff.

I acknowledge that:

The Youth Commission, its staff and volunteers **DO NOT** accept responsibility for any injury whatsoever to the child named, in travelling to or from the Playscheme and if during the course of the Playscheme the child named leaves the area of activity without the authority of the Group Leader.

I further acknowledge that:

- The child named is currently in full time education (Reception through to Year 6)
- I have booked the child named onto specific sessions by completing the necessary forms. The Youth Commission will not accept responsibility for any child unless a fully completed form has been returned.
- The Youth Commission reserves the right at its absolute discretion to refuse admission to the Playscheme at any time.
- I have disclosed every medical condition relating to the child named that is necessary, by completing the Medical Disclaimer box and/or Administration of Medicines form.
- The Youth Commission will not accept responsibility for any child outside the stated times i.e. children arriving before 8.55am and remaining after 3.35pm.
- The Youth Commission cannot be held responsible for lost or stolen property. It would be in your best interest to make sure that the child's clothes are clearly marked with their name, and that valuable items are not brought to Playscheme.

Please use the grid below to mark **your own copy** of your booking reference:

Week 1	AM	PM		Week 2	AM	PM
Monday 10 th				-		
Tuesday 11 th				Tuesday 18 th		
Wednesday 12 th				Wednesday 19 th		
Thursday 13 th				Thursday 20 th		
-				Friday 21 st		
-				-		
-				-		

YOUTH COMMISSION EASTER 2017 PLAYScheme

(This part to return with your payment)

First Name		<u>First contact in case of Emergency</u>	
Last Name		Name	
Gender		Relationship to Child	
Date of Birth		Contact number during Playscheme	
Age		<u>Second contact in case of Emergency</u>	
School		Name	
School Year		Relationship to child	
Address		Contact number during Playscheme	
Street		<u>Doctor's Details</u>	
Parish		Doctor's Name	
Post Code		Surgery	
Swim 25 Meters	YES / NO	Contact Number	

PERSONAL & MEDICAL DETAILS

Does your child have any allergies? YES / NO

DETAILS:

Does your child have a medical condition? YES / NO

DETAILS:

Does your child need to have prescribed medicine administered during the course of Playscheme? YES / NO

DETAILS:.....

****If YES, then a medical administration instruction form must be completed.***

Does your child have a statement of special educational needs? YES / NO

DETAILS:.....

Does your child have specific additional behavioural or care needs? YES / NO

DETAILS:

Does your child receive one to one support at school? YES / NO

DETAILS:.....

PHOTOGRAPHY/ FILMING CONSENT

Occasionally, the Playscheme staff may take photographs of children (with their agreement) involved in activities and these may be used in publicity material. Please **sign below** if you give your consent for your child to be photographed or filmed whilst at Playscheme.

Signature:

Date:

ACTIVITY CONSENT

Please **SIGN** below if you give permission for your child to participate in the offsite activities included in the 2017 programme.

OFF SITE ACTIVITIES May include trips to the local parks, beaches, tourist attractions and educational visits.

Signature:

Date:

YOUTH COMMISSION EASTER 2017 PLAYScheme

Amount paid (£)		Date of application	
-----------------	--	---------------------	--

*Please tick the times and dates that your child will be attending Playscheme
Places will be allocated on a first come first serve basis, and you will only be notified if your booking is not accepted*

Week 1	AM	PM		Week 2	AM	PM
Monday 10 th				-		
Tuesday 11 th				Tuesday 18 th		
Wednesday 12 th				Wednesday 19 th		
Thursday 13 th				Thursday 20 th		
-				Friday 21 st		
-				-		
-				-		

YOUTH COMMISSION FOR GUERNSEY AND ALDERNEY - PLAYScheme OFFSITE ACTIVITIES 2017

Dear Parents /Guardians

Your child is participating in a Youth Commission Playscheme. The programmes for the Playschemes always involve some offsite activities to enrich and support the aim of providing fun and enjoyment for the children.

All Youth Commission offsite activities follow a system of approval, which requires risk assessment.

Appropriate staff training is a part of this approval process.

Most of the visits will be of a general 'every day' family type of activities such as local walks, visits to the park, a beach or local places of interest.

Your child may also get the opportunity to participate in more adventurous activities such as archery, kayaking, climbing, swimming or perhaps a visit to Herm Island. If one of these more adventurous activities is offered you will always receive a letter of information that may also require your child to bring or wear specified clothing, or bring a picnic lunch etc.

On the other page of this form you will find boxes that we would like you to complete to note that you have received and read this letter and agree for your child to take part in offsite activities. There is also a question about usage of photographs of your child.

UNFORTUNATELY YOUR CHILD WILL NOT BE ABLE TO PARTICIPATE IN THE ACTIVITIES AVAILABLE UNLESS ALL PARTS OF THIS FORM ARE COMPLETED, SIGNED AND RETURNED

I have read and fully understand the conditions stated in the letter to Parents/ Guardians, and have fully completed all sections of this form.

Signed Parent/ Guardian:

Date:

Please provide an email address:

*If you do not want to receive information relating to future Youth Commission events please tick here

For office use only

Entered By:

Date:

Off-site permission Yes / No

Photo permission Yes / No

Cash / Cheque / Bacs / Invoiced

Amount Paid £

Receipt Number: