

HOW DO I REGISTER MY CHILD?

You can either download a registration form from this website or go along to any of the playcentres to register your child. Please complete the form, giving any information you have with regards to allergies, illnesses or medication your child requires.

Complete the registration form and return to staff; they should also hand you and go through the following:

- Medication form (if necessary)
- Health & Welfare Policy
- How to make a complaint
- Open Access information
- Behaviour statement (included on registration form)

Once staff have a completed registration form, and have met a parent, the child/ren are then free to attend as many sessions as they wish, coming and going as they please during opening times. Children are able to attend any of the eight playcentres throughout the city.

Staff, or other children, will show you and your child around the site. It should be explained to you how the playcentre and sessions operate; if you have any questions please feel free to ask anything.

Please be aware that, although every care is taken to ensure the equipment at playcentres is safe, accidents do happen. In the event of an emergency staff will contact the parents so please ensure contact telephone numbers are kept up to date. Staff may also contact parents because of minor accidents or bad behaviour. If a child does have an accident, parents/guardians are sent a copy of any accident report.

Further information with regards to our bullying policy or OFSTED inspections can also be found on site.