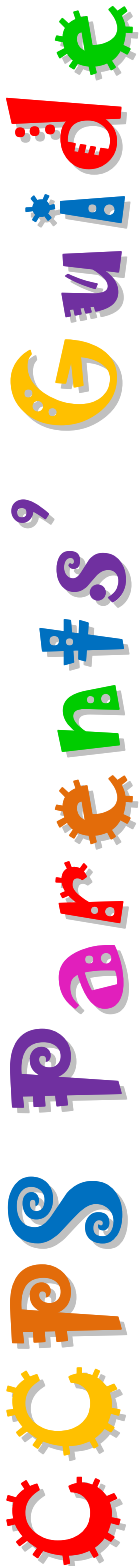




Reg. Charity No 284353  
Caring in the Community since 1977

# A parents' guide to Chanctonbury Community Play Scheme....



## Who we are:

Chanctonbury Community Play Scheme (CCPS) is a charity that was set up in the summer of 1977. Our aim is to provide respite care for families of and children with special needs. We operate each year for four weeks in the summer holidays. We care for approximately 75 children each week and are open from 10am – 4pm weekdays.

## Where we are based:

CCPS is based at 2 schools each summer. These are currently Rydon School, Rock Road, Storrington (weeks 1 & 2) and Oak Grove College, The Boulevard, Worthing (weeks 3 & 4). For more detailed location information see the back page.

## Our teams...

CCPS has a number of adult volunteers that act as team leaders. All children are assigned a team which may have between 1 and 3 team leaders /assistant team leaders and additional volunteer helpers.

The team leaders are responsible for the welfare and care of the children during each day. The easiest way to contact your son/daughter's team leader is to send them a note via the bus driver or speak to them when you arrive.

We all strive to do the best for all the children who attend play scheme and give them the best possible experience each day!

## Useful Information



### DURING THE DAY

Days at CCPS broadly follow the following schedule:

- **10.00am** – arrival, registered in, meeting their team leader, put their bags away and meet their helper– play!
- **10.30am** - trip leaves/organised morning activity starts and swimming sessions start.
- **10.45am** - drinks and biscuits time.
- **12.15pm** - Lunch time
- **1.00pm** - afternoon trip leaves and swimming sessions restart for the afternoon.
- **1.45pm** - afternoon entertainer/organised activities start
- **3.45pm** - collect bags/any medication and get ready to go home
- **4.00pm** - home time via minibus or parents.

You will have been provided with a program of the pre-organised events which will give you more specific information.



### TRANSPORT

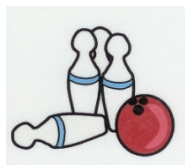
We are able to provide minibus transport to and from Play Scheme on request. This service is staffed entirely by volunteer drivers and escorts.

All our drivers and escorts are fully insured to drive the buses.

- Children are usually picked up between 8.30-9.45 in the morning, depending upon your position on the bus route and dropped home between 4.15 and 5.30pm. More exact times will be provided to you by your nominated driver/escort.
- ALL people travelling on one of the CCPS minibuses are expected to wear a seat belt at all times.

The same rules apply to our use of minibuses for trips.

### ACTIVITIES / TRIPS



We aim to provide as many stimulating and fun activities as we can at play scheme. These range from team leader led activities through to days out.

We aim to provide all the children with the chance to go on at least one trip for each two week period they attend CCPS; this is in addition to swimming, and entertainers that visit, bouncy castles we hire, and discos that are put on.

Please be accepting of the fact that we only have a limited number of spaces on each trip and hence have to share them out between all the children.

### CLOTHING AND PERSONAL PROPERTY

Please ensure all clothing and property is named. CCPS can accept no responsibility for the loss or damage to expensive items whilst at play scheme.

## MEDICATION / MEDICAL ISSUES



We are very fortunate to have a qualified nurse on site at all times. If your son/daughter requires medication during the day or has emergency medication, please ensure the following set of instructions is followed:

- 1) Please ensure your son/daughter's medication is in its original prescription box/packaging and has its original prescription label detailing child's name and dosage instructions. We can't accept medication without this.
- 2) In the morning ensure the medication is given to the escort/driver of the minibus or directly to your child's team leader. Please collect it as required from the same person at the end of the day.
- 3) For any specific emergency medication make sure CCPS has a detailed set of instructions about how/when to give it and what dose. THIS IS ESSENTIAL.

Please let your son/daughter's team leader know of any other medical issues e.g. time of the month for females and they will then be able to make appropriate arrangements as necessary.

## COMMUNICATION BOOKS



Your son/daughter's team leader will fill this at the end of each day. Please remember that with up to 11 children in a team the comments may be brief at times. We will endeavour to keep you informed of what activities your son/daughter has been involved in during the day as best we can.

## LUNCHTIME

Unless otherwise stated in the program please ensure you provide a packed lunch for your son/daughter each day. Please ensure lunch boxes are labeled!

## Get involved

As a charity we operate throughout the year doing various fund raising events. We are always looking for new ways to raise money (it costs about £36,000 for us to run every year!). If you are interested in getting involved, please make sure we have your contact details (name, address, email) and we will keep in touch with you during the year. This will include sending you our newsletters which contain details of forthcoming events.

- Become a friend of CCPS for just £5 a year!
- Join our active fundraising committee – it is free!!

If you would be interested speak to Chris, Becky, Nikki or a member of the committee. All roles are voluntary. More information can be found at [www.ccps-sussex.org.uk](http://www.ccps-sussex.org.uk)

# Safety for all at CCPS

We are committed to making CCPS as safe as possible for all the children and volunteers involved. As such we CRB check all volunteers over the age of 16 years. In addition to this we carry out fire drills and have policies and risk assessments in place to ensure the highest possible standard of safety for all children.

## Additional Information

### How to contact us....

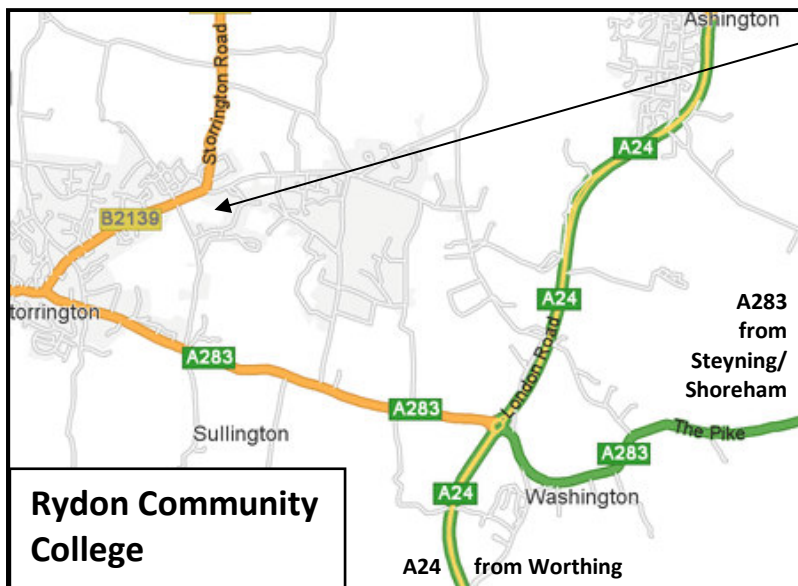
Telephone: 01306 627485 (answer phone service)

Web: [www.ccps-sussex.org.uk](http://www.ccps-sussex.org.uk)

Email: [chairperson@ccps-sussex.org.uk](mailto:chairperson@ccps-sussex.org.uk)

[vicechairperson@ccps-sussex.org.uk](mailto:vicechairperson@ccps-sussex.org.uk)

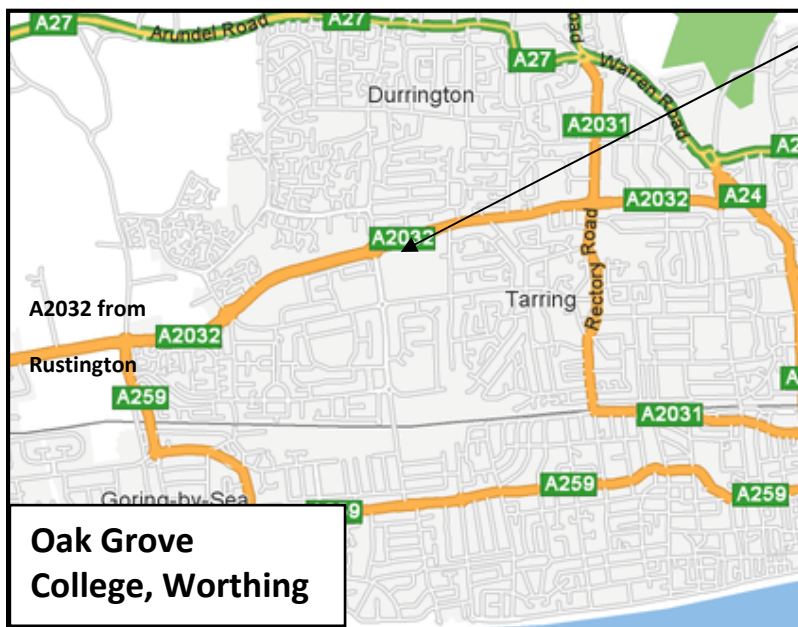
## Our Venues



**Rydon Community College**, Rock Road, Storrington RH203AA

### Directions from the A24

- At Washington roundabout turn west onto the A283 (signposted Storrington).
- After approximately 1 ½ miles turn right down Water Lane.
- When you reach a mini roundabout turn right onto Rock Road.
- At the next mini roundabout turn right and travel up Rock Road for approximately 80m.
- Turn right, pass through metal gates into the playground.



**Oak Grove College**, The Boulevard, Worthing BN13 1JX

### Directions

Oak Grove College is located on the A2032 on the Durrington Campus of schools. It is well signposted from all directions.