

Admissions Policy



Introduction:

Sycamore Adventure is an adventure playground for all children and young people. We prioritise access for local children, those who lack play opportunities and children who may be vulnerable.

The adventure playground was funded by the Governments Department for Children, School's and Families. We aim to provide play opportunities predominantly for children aged 0 – 13 (although this age range is increased for children with SEND).

Term Time opening times:

Bookings & Parties:

The centre is available for booking for any age group during daytime hours, Monday – Friday (except for Wednesday afternoons). Between 9.30am and 3.15pm, schools, children's centres, nursery groups, child minders, voluntary sector organisations or anyone who works with children and young people can book the centre for their own private use at cost (half and full day sessions, package deals). We also offer private parties on Saturday afternoons between 3pm and 5.30pm and Sundays from 1pm - 3.30pm. Groups making bookings will be required to bring their own staff team but Sycamore Adventure will provide a staff member to support your visit. (Bookings can be made via our website www.sycamoreadventure.co.uk/book). Dudley schools are required to purchase their bookings through the revolution system. Our admin team can offer assistance with this (contact 01384 815173).

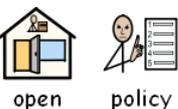
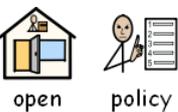
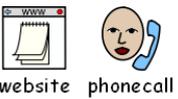
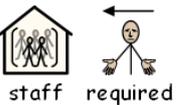
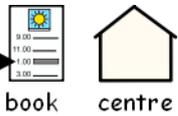
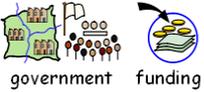
Term Time Public Access Sessions are as follows:

Open Access, 8 – 13:

On Friday evenings between 4pm and 6pm the centre will offer an open access session for 8-13's. As such, as long as a child has registered with the centre's online registration system, they will be free to come and go as they please and engage in play at Sycamore Adventure. This is a no adult zone. The only adults will be trained Playworkers who are present to support the play process.

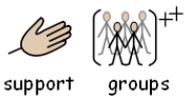
Open Access, Family:

On Wednesday afternoon 1 – 6pm and on Saturdays from 11-2pm the centre will offer an open access session aimed at children and families, (all ages are welcome). As such, as long as a child has registered with

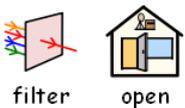


the centre's online registration system, they will be free to come and go as they please and engage in play at Sycamore Adventure. Parent supervision is essential at these sessions, although playworkers will be present to support the play process. On Saturdays, we do allow independent access for 8-13's.

Additional Needs Groups, 0 – 16:

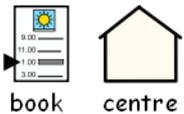


On Thursday evening between 4.30pm and 6.30pm, the centre will run a session for children with additional requirements and families (for example disabled children, children in care, children with low self-esteem). These sessions will be offered to children who require extra support to access the service and who may not cope at an open access play session. Children attending are welcome to bring a friend or a sibling to this group but must be accompanied by a supervising adult. Our team will support play at these sessions, enabling parents / carers to have a short break. Parents and carers will be called upon where extra support is required (EG personal care).

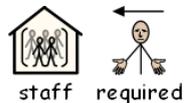


Holiday Time opening times:

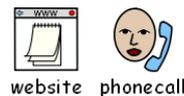
Bookings:



The centre is available for booking for any age group during morning hours on a Wednesday (9.30am – 12pm). We also offer full day bookings on Tuesdays between 9.30am and 3.30pm. Evening bookings are available Monday – Friday from 5pm – 7.30pm.



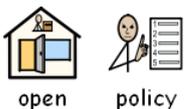
Children's centres, nursery groups, child minders, voluntary sector organisations or anyone who works with children and young people can book the centre for their own private use at these times (half day sessions). We also offer private parties on Saturday afternoons between 3pm and 5.30pm and on Sundays from 1pm – 3.30pm.



Groups making bookings will be required to bring their own staff team but Sycamore Adventure will provide a staff member to support your visit. (Bookings can be made via our website (www.sycamoreadventure.co.uk/book)).

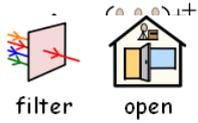
Holiday Time Public Access Sessions are as follows:

Open Access, Family Day:



On Monday (11-4pm), Wednesday (11-4pm) and Friday (11-4pm) and Saturday (11-2pm) the centre will offer an open access system for children of all ages. As such, as long as a child has registered with the centre, they will be free to come and go as they please and engage in play at Sycamore Adventure. Adult supervision is essential at these sessions.

Supported Groups, 0 – 16:



On Tuesday and Thursday between 10am and 4pm, the centre will run a session for children with additional requirements and families (for example disabled children, children in care, children with low self esteem). These sessions will be offered to children who require extra support to access the service and who may not cope at an open access play session. Children attending are welcome to bring a friend or a sibling to this group but must be accompanied by a supervising adult. Our team will support play at these sessions, enabling parents / carers to have a short break. Parents and carers will be called upon where extra support is required.

Cost:



All public access play sessions delivered at Sycamore Adventure are provided free of charge, however, to support running costs, we suggest a voluntary term time donation of £2.50 per child per visit and holiday time donation of £4.00 per visit. We recognise that for some families this will be unmanageable so we do not have a mandatory fee to attend. Playwork staff registering families will inform them of our suggested donation. We adhere to Play England's three frees at Sycamore Adventure:



- Free to come
- Free to go
- Free of charge



collection

All voluntary donations contribute towards the annual running cost of the service.

Complaints:

We understand that some flexibility may be required with regards to this policy and the team at Sycamore are open to comments and suggestions about extending the scope of this policy. We would ask that any suggestions are raised with staff at the centre or that the individual concerned refers to the procedure set out in our complaints policy.

Responsibility:

Sycamore Adventure Business Group is responsible for determining the content of the admissions policy and the Play Service Manager and Senior Play Ranger are responsible for its implementation. This policy will be reviewed annually. Where there are any discrepancies, these will be discussed and agreed by Sycamore Adventure Business Group.

