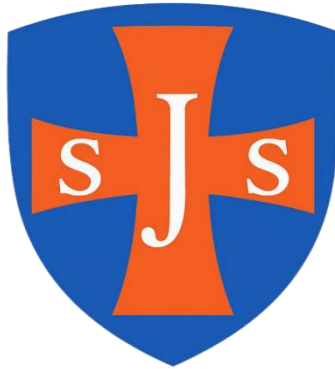


St Joseph's Catholic Primary School

Gipsy Lane, Bracknell, Berkshire, RG12 9AP

Tel: (01344) 425246 Fax (01344) 305463



ST JOSEPH'S WRAP AROUND CARE POLICIES AND PROCEDURES FOR STAFF AND PARENTS

Adopted by the Resources Committee at its meeting on: 17th march 2026

A handwritten signature in black ink, appearing to read 'Stephen Kemp'.

Signed:

Name: Stephen Kemp
Position: Chair of Resources Committee
Date: 17.03.26

Review Date: March 2027
Responsibility: Resources Committee

'Growing together with Jesus in our hearts, heads and hands.'

WRAP AROUND CARE POLICIES / PROCEDURES

MISSION STATEMENT

Growing together with Jesus in our hearts, heads and hands

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Please refer to St. Joseph's Catholic Primary School Policies as our Wrap Around Care Clubs adopt all school policies where appropriate.		
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1. PROVISION

- St. Joseph's Primary School's wrap around care/ after school club is run by the Governors of St. Joseph's Primary School and we endeavour to provide quality and affordable childcare for all children who attend St. Joseph's Primary School or Footsteps Nursery.

- We provide a wide range of activities in a safe, secure and happy environment with qualified staff.
- We provide a healthy snack, meeting the nutritional and cultural needs of all children.
- The club is based in Footsteps Nursery which meets the regulations laid out by DFE for Out of School Care and all other legislation relevant to our operation.

2. ADMISSIONS POLICY AND REGISTRATION REQUIREMENTS

- The clubs are open to all children attending St. Joseph's Primary School or Footsteps nursery.
- If there is a waiting list for the clubs, priority will be given to the nursery children before the school children and then the youngest children in the school will be considered.
- As the pupils attend either St. Joseph's Primary School or Footsteps, the registration forms for the school or nursery will be used by the school's wrap around care clubs.
- It is the responsibility of the parent/carers to inform St. Joseph's Wrap Around Clubs of any changes to this information. The school will remind parents/carers of the need to keep this information updated.
- All enquiries regarding admission to Wrap Around Clubs should be referred to the school secretary: secretary@stjosephsbracknell.co.uk
- All parents/carers can request a meeting concerning either Wrap Around Clubs with the Headteacher, should the need arise.
- All discussion and information passed on to the staff will be treated with complete confidentiality at all times, except in those incidents which place a statutory obligation on St. Joseph's Wrap Around Care Clubs.

3. ARRIVALS AND DEPARTURES

All children attending every day should ideally be pre-booked. Every effort will be made to accept late bookings, but are not guaranteed. If bookings are not made in person, and there is not space to take a child, then the school secretary will contact the parent by telephone. If we do not have a space, we will expect the child to be collected within half an hour after the end of school day. Bookings may be made up to half a term in advance for the After School Club.

There is a password system in place and staff will not release any child unless it is pre-arranged and the person collecting them is able to supply us with the correct password for that family. Children must be collected by a responsible person and will not be released to adults who are not known to the staff without prior arrangement with the parents/carers unless they have the relevant password. We will not allow a child in our care to leave the setting with a child who **is under 14 years of age**.

Once the parent/carer/nominated person has signed out the child/children, they become the responsibility of that person and not that of the club, even if they are still within the school grounds.

Staff have the right to refuse to allow any child to leave the site with any adult who is deemed unfit to take parental responsibility due to alcohol or substance misuse.

4. LATE COLLECTIONS

If a parent is late collecting their child(ren), the following action will be taken:

- Two members of staff will wait with the child and after **5 minutes**, the parent will be called, if no reply, they will call the second emergency contact.
- The child will be taken to the school office to wait for the parents and when the parents arrive, they will be asked to sign out via the school's iPad system.
- A late collection fee will be issued for any late collection up to 10 minutes late. The charge will be £1.00 per minute. For example, 7 minutes will cost £7. In this case, a late letter will be issued and

signed by the headteacher.

- If a parent is late collecting their child after 6.10pm, there will be a £20 late collection fee.
- Any late collections will be logged and followed up by the senior leadership team.
- St. Joseph's Catholic Primary School are obliged by law to notify the Duty Social Worker if any child has not been collected **30 minutes** after the club has closed and we've been unable to make contact with either the parent/carer, or the alternative emergency contacts on file. A member of staff will remain with any child whose parent/carer is late for collection.

Any problems with attendance and persistent late collection times should be dealt with in the first instance informally (a discussion with the parent/carer). However, persistent problems will be brought to the attention of the Governing Body and they can make a decision regarding the said parents'/carers' future use of the Club.

Please note, all actions are at the discretion of the headteacher, and persistent late collections may result in a meeting with the headteacher and parents/carers being unable to use the club in the future.

5. SETTLING IN

All families wishing to use the club may visit during normal running hours to familiarise themselves with how the club runs. All children will be given a club induction on their first day to enable staff to find out more about the child and to explain what is expected of the child in terms of behaviour and safety. Staff will carefully monitor new children and discuss any concerns with parents/carers.

6. PARTNERSHIP WITH PARENTS AND CARERS

Wrap around care works in partnership with the parents and carers of the children who attend our setting. Our staff will respect any decision made by parents and carers regarding the care of their child and we will, within the legal framework governing our club, uphold these wishes.

We will endeavour to meet the needs of all parents/carers. If parents/carers have a concern they should discuss it with the club manager immediately.

Our club is there to support families and to enrich the opportunities for their children.

Information for parents and carers about our club and any other information that may support families is available on the school website – www.stjosephsbracknell.co.uk

7. FOOD AND DRINK

All the staff in the wrap around clubs hold a current Food Hygiene Certificate. There is fruit and fresh drinking water available for all children attending the ASC and a healthy snack for any child at the late ASC sessions (4.30pm – 6pm). ***This could be: wholegrain cereal, wholemeal or white crackers, brown bread or toast, ham, sugar-free jam, honey, cheese, fruit and vegetables.***

8. SPECIAL NEEDS/INCLUSION

- Within the bounds of our staff training and facilities, we will always strive to accept children with special needs, provided the environment meets their specific needs.
- Parents/carers will always be consulted regarding the child's access to the clubs; however, the safety of the scheme as a whole must be considered during such decision making.

- Staff will work in partnership with parents and other agencies in meeting individual children's needs.
- The provision for children with SEND is the responsibility of all members of staff and the St. Joseph's School's Equal Opportunity policy strives to ensure equality of access to our premises and facilities.
- Staff will ensure the privacy of children with SEND if intimate care is being provided.

9. FEES

- It is the duty of the school secretary to collect fees and to identify any problems with fee payment.
- Fees are to be paid on a half termly basis and payment is required at the time of booking.
- Payments should be made through the school's online payment system – ParentMail.
 - ***As the ASC uses a pre-payment system, fees continue to be payable if your child is absent for any reason, including School trips, sporting events and illness.***
- Should parents/carers experience difficulty in meeting fees then they, and the school secretary, should communicate, in order to find an effective solution to the problem. The Headteacher will be advised of any alternative payment arrangements made.
- If parents wish to withdraw their child from the wrap around care or make any changes to the sessions, he/she attends, the parent should notify the school secretary at their earliest convenience.
- Please note, any bad debts will become a governor matter and reported to the Resources Committee for investigation.

10. CHANGES TO SESSIONS FOR THE AFTER-SCHOOL CLUB

The After School Club is a non-profit business established purely to provide a service for parents who require after school care for their child/children.

We understand that there may be times when your child is absent from the After School Club due to circumstances like illness or other commitments, however, due to our strict compliance with staff to registered children ratio you will be required to pay for the club session irrespective of whether your child attends.

On the rare occasion that we are forced to close the After School Club, for example, snow days, you will **not** be charged for the session, and the fee will **automatically** be removed from your invoice. If your invoice has already been paid in full, a credit will be given for the next term.

If you have any questions or would like to discuss the above, please feel free to speak with the Wrap Around Club Manager or the Headteacher.

11. PHYSICAL ENVIRONMENT, EQUIPMENT AND ACTIVITIES

- Our club premises are kept safe and secure at all times and there is adequate space for all play opportunities undertaken. This will be indoors and outdoors, where weather permits.
- The club will maintain an open room layout, allowing the children to interact and move freely between activities they self-select.
- The staff will ensure that the environment is friendly, clean and cheerful.
- The outdoor area will be kept clean and hazard free and staff will ensure that the children are safe and secure at all times.
- Minimal screen time will be available.
- The ICT suite, school hall, and Year R classroom may also be used by children for a variety of planned

and free-play activities, depending on availability and the needs of the session.

- All equipment used by the Club meets the required safety standards and is checked regularly for defects.
- Equipment is cleaned regularly and stored in an appropriate way.
- Children are involved in decisions regarding what is purchased for the Club.
- The staff will facilitate play and create play spaces for the children.
- There will be opportunities for free choice and free expression of ideas, games and activities. There will always be alternatives in play, crafts and games.

12. HEALTH & SAFETY

- The staff are responsible for ensuring that they have read the school's Health and Safety Policy and that they take due care and attention whilst undertaking their duties.
- Staff must read and regularly update their knowledge of the procedures published by the governing body regarding their working routines.
- An induction is undertaken with all new staff and records are kept of this process.
- All staff have completed at least Level 1 Safeguarding Training
- All staff have read [Keeping children safe in education 2025](#)
- Staff will undertake daily risk assessments of all activities that take place at the club. For any activities over and beyond school life, risk assessments are to be completed and filed i.e. walk to park.
- The staff and club manager will liaise with the caretaker and on-site Health and Safety Officer, the Headteacher as necessary.
- The preparation and maintenance of an overall Risk Assessment of the building and outdoor area is the responsibility of the governing body/ its nominated School Health and Safety Officer- The Headteacher.
- Children are encouraged to self-risk assess their activities and play when outside.
- The club staff are responsible for ensuring that all areas used by the children are secure at all times.
- All adults visiting the club will be asked for identification and a record of these people will be kept.
- All doors will be kept securely locked and free of hazards.
- Children will not be permitted to answer the door at any time.
- If an unidentified person is seen on site, the children will be counted immediately and kept in a secure area whilst a member of staff deals with the incident. The staff will not compromise their safety and will call for assistance as soon as possible.
- All parents and visitors must not use their phone when on the school site.

13. MEDICAL NEEDS & FIRST AID

- In the event of children needing prescribed medication whilst attending the club, a signed form must be filled in by the parents/carers prior to the administration of any medicine. Medicine Forms for St. Joseph's Catholic School will also apply to St. Joseph's Wrap Around Clubs. Medicine will be administered in the presence of another adult, and a record will be kept of time and dosage. The record will be signed by the staff member who has administered it and added to medical tracker.
- The club manager has the right to refuse to administer any medicines.
- At least two members of staff for each session will hold an up to date Paediatric First Aid qualification.
- The club will keep an adequate stock of first aid items and ensure that these are replenished regularly.
- A First Aid box will be kept within easy reach of staff at all times, both on and off site.

- Medical Grab Bags are to be kept in the club for children for quick access.
- All medical incidents will be reported on Medical Tracker.

14. SICKNESS

- If a child has been sent home from school, it is considered that the child is also unfit for the After School Club. Parents/carers are responsible for notifying the club that their child will not be attending via the school secretaries. The headteacher's decision is final in determining whether the child is fit to attend the club.

15. ACCIDENTS

- Meeting the requirements set out in the Health and Safety (First Aid) Regulations 1981, staff will work to ensure the safety of the children, but in the event of an accident requiring hospital treatment, every effort will be made to contact the parents /carers.
- If the child cannot be accompanied to hospital by their parent/carer, then a member of staff will undertake this role and stay with the child.
- Staff will treat small cuts and bruises.
- All accidents will be reported to the parents /carers and entered into our **online recording system**, Medical tracker.

16. HYGIENE

- Working within the legislation set out in the Food Safety Act 1990 we ensure that all staff are trained to the required standards for food handling.
- The staff are responsible for ensuring that the areas within the school used by the club are kept clean and tidy and that there are sufficient toilet facilities for the number of children using the club. The required ratio of toilets to children is 1:10 with separate facilities made available for the older children. Consideration is to be given to the privacy and personal requirements of all children. Staff must not use the same toilets as the children. EYFS children will be escorted to the toilet if they are in another area of the school.
- Staff will demonstrate and promote a high standard of personal hygiene at all times and discuss these issues in a positive manner with the children.

17. STAFFING

Our Wrap Around Club is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

- All club staff are employed by the Governing Body of St. Joseph's School and are subject to the terms and conditions and disciplinary rules set out by Bracknell Forest Borough Council.
- The Club is managed on a day-to-day basis by the Headteacher, Clubs' Manager.
- There must be at least two members of staff present during the Club opening hours.
- All staff must hold an up-to-date DBS check, a current Basic Food Hygiene, Safeguarding, and a First Aid qualification (at least two staff must hold the Paediatric First Aid qualification).
- Ratio of adults to children must be adhered to as set out in the EYFS standards.
- Our ratios are 1 adult for every 5 children under 3, 1 adult to every 8 children under eight and 1 adult to every 15 children over eight.
- All staff must be aware that confidentiality is very important, and the breaking of our confidentiality rules could lead to disciplinary action by the Governing Body.

18. CONFIDENTIALITY

Our work will bring us into contact with confidential information. To ensure that all those using and working in the school's wrap around clubs can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers can request access to files and records of their own children, but not any other child.
- Staff will not discuss individual children with people other than the parents/carers of that child.
- Information given by parents/carers to after school club staff will remain confidential within the setting.
- Personnel issues will remain confidential to the people involved.
- Any documents or concerns relating to a child's personal safety will be kept in a confidential file and will remain within the setting.
- Any safeguarding concerns will be reported to the Designated safeguarding lead.
- The club will comply with all requirements of the Data Protection Act and the General Data Protection Regulation 2018

19. STAFF DEVELOPMENT AND TRAINING

Staff training is considered important to the well-being of both staff and the children in our setting, therefore, the aim is that training must be ongoing and updated as necessary. Training logs are kept by the headteacher.

20. PARENTS, CARERS, STUDENTS AND VOLUNTEERS

St. Joseph's Wrap Around Clubs promote and encourage parents, carer, student and volunteer involvement, however, these persons are to complement, not replace, staff. As with all staff, DBS checks will be carried out. Parents, carers, students and volunteers will never be left in sole charge of the club or of any child within it.

21. INVOLVING AND CONSULTING CHILDREN

St. Joseph's After School Club works within the boundaries of the UN Convention on the Rights of the Child (1991). St. Joseph's After School Club agrees that:

- All children have a right to expect that their best interests are a priority when decisions are being made by the club and the school's governing body.
- All children have the right to a say in anything that affects them.
- All children have the right to be protected from all forms of violence, kept safe from harm and protected by those who look after them.
- All children have the right to rest, play and have the opportunity to join in a wide variety of activities.

All the rights in the Convention must apply to all children without discrimination of any kind. Every child has equal rights, as disclosed in our Equal Opportunities Statement.

Children will be consulted regarding how their club runs. This consultation will include:

- Food and drinks served
- Equipment and toys purchased
- Activities provided

22. SMOKING, ALCOHOL AND DRUGS

St. Joseph's After School Club operates a NO SMOKING policy which means that all staff and visitors must

NOT smoke anywhere within the site that the club operates on. Staff must never smoke in the presence of children who attend the club.

Alcohol and drugs are not permitted on site at any time.

If staff suspects that an adult visiting the club may be under the influence of any substance, they must ask that person to leave the site immediately and complete a safeguarding form which should be passed onto the club manager.

Staff will promote the disadvantages of the use of these substances to the children.

23. MISSING PERSONS

If, after the register has been called (and after subsequent questioning), the whereabouts of a child cannot be satisfactorily determined, a controlled search of the club site and school premises should be carried out. Any search should be co-ordinated by the club manager and school staff. Parents/carers will be contacted once the club manager or person in charge of the club has carried out a full assessment. The club manager/person in charge will make a judgement on when outside intervention is needed and will contact the appropriate agencies - Police, Ofsted and the child's parents.

24. NON-COLLECTION OF A CHILD

If a parent fails to collect a child at the end of the session, a staff member should attempt to contact the emergency telephone numbers that parents have supplied and deal only with the persons that have been nominated as emergency contacts on the child's registration form. If, after 30 minutes, contact cannot be made with any nominated persons, then staff should contact the Duty Social Worker at Bracknell Forest Borough Council. Where possible, two staff members will remain with the child until a suitable adult assumes responsibility for the child. The person assuming responsibility for the child must sign the child out via the school's iPad system.

25. DOCUMENTATION AND INFORMATION

- The clubs recognise the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law. The clubs follow St. Joseph's Catholic Primary School's policies which can be found [on school website](#) or requested from the school office.
- Permissions given through the school will be transferred to the clubs and parents and carers are obliged to complete all documentation requested by the club.
- Staff work within strict confidentiality rules and information will not be shared unless we have obtained permission or the child's welfare is compromised.
- The club reserves the right to refuse admission if we do not hold information needed to ensure that the children are safe.
- Parents and carers are obliged to inform the Club of any changes to their circumstances.

26. COMPLIMENTS AND COMPLAINTS

The School's Wrap Around Clubs welcomes compliments – which can be emailed to the school through secretary@stjosephsbracknell.co.uk.

We also understand that all users of our clubs have the right to complain, and we ask that you first contact the Headteacher. The Headteacher makes all decisions concerning the day to day running of the club and these decisions are final.

However, you are then welcomed to ask the school to reconsider through contacting the Headteacher. This can be done through the school office on 01344 425246. For further information, please refer to the schools [complaints procedure](#).

In extreme circumstances users may wish to complain to OFSTED and they may be contacted at the following address:

**Ofsted,
Piccadilly Gate
Store Street
Manchester,
M1 2WD**

**Telephone: 0300 123 1231
Complaints: 0300 123 4666**

27. USEFUL CONTACTS

- Children's Social Care (Social Services) (Mon to Fri 9.00am-5.00pm) Bracknell Forest 01344 352020
- Out of Hours Emergency Duty Team 01344 786543
- EYFS (IS) Manager (Cherry Hall) 01344 312812
- Early Years Childcare and Play Strategy and Development Officer 01344 312806
- Thames Valley Police: 0044 1865 841148
- Ofsted 0300 123 1231; Address; Piccadilly Gate, Store Street, Manchester, M1 2WD
- LADO 01344 351582

APPENDIX A: PLAY POLICY

Our play policy hinges on two central ideas based on Playwork Principles:

1. **“All children need to play - the impulse to play is innate.”**
2. **“The prime focus and essence of Playwork is to support and facilitate play.”**

Play is:

- “A biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities.”
- “A process that is freely chosen, personally directed and intrinsically motivated. That is, children determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.”
- To play is to allow one to freely explore and make sense of the world, experiment, and express themselves without fear of judgement.
- All children have their own special needs. Disability, race, gender or parental income should not be obstacles to children playing together.

We aim to meet the needs of all children in an inclusive way.

Our Duty:

1. To ensure that our play setting provides a challenging and stimulating environment. Children will be allowed to take acceptable risks in the school's wrap around clubs. Play workers should be clear about their aims and their ability to best facilitate children's play
2. “The role of the playworker is to support all children in the creation of a space in which they can play”. (Playwork Principles) “Space includes social, emotional and imaginative as well as physical space”. (Conway 2008)
3. We recognise that children are the experts in their own play. Children will be involved in planning spaces and activities so that the programme reflects their opinions and interests, and they will support us in providing for the needs of the different “play types” (Hughes 2006), such as creating a play space where children can ‘hang out’, which is a natural process of growing up. (Hampshire and Wilkinson)

Challenging Play:

- Children often crave risk when playing; they want challenge and excitement in their play, and they learn from it. They need to experience challenging play in order to develop important life skills and to better manage risk and challenge in their daily lives. Building self-confidence, self-esteem and resilience, both emotionally and physically, through play helps children as “overcoming challenging situations is an essential part of living a meaningful and satisfying life.” (Gill, T. 2008)
- However, opportunities for children to take such risks are often limited due to our risk-adverse culture and a perceived increase in health and safety constraints.
- In any human activity there is an element of risk. Three factors are central to determining whether or not the level of risk is acceptable or tolerable:
 - The likelihood of coming to harm
 - The severity of that harm
 - The benefits, rewards or outcomes of the activity
- We will empower the children in assessing risk for themselves by:
 - Introducing children to new equipment/activities and discussing how they can be used safely, and what might happen if used inappropriately.
 - Consulting with children and setting boundaries for behaviour, referring to these often.

- Discussing what the risks might be if there were no ground rules, e.g., “no running” rule to minimise risk of tripping and becoming injured.
- Talking about how it feels to be bullied and who they can talk to about it.
- Consulting with the children before starting a new activity about how this can be managed and establishing behaviour expectations.
- Discussing what went well/what didn't work with children after an activity.
- Discussing accidents/injuries that have happened with the children - asking why they think this has happened, and how it can be minimised in the future.
- Consulting with them about the benefits of a particular activity, and the risks it might impose, (with consideration for their level of understanding), and involving them in the decision-making process.
- Observing and assessing risks in children's play, to decide whether there is a need to intervene and how to support the children's problem-solving processes.
- Discussing with children and supporting them in their understanding of the potential risks of visits and visitors.
- Sharing ideas with the children about how they can keep safe when playing away from adults, e.g., being with other children.
- Staff at the club are aware of the types of risk that children might experience during their play, these are: Physical, Emotional, Behavioural and Environmental.
- We recognize that every child is unique, and that what one child might consider a challenge, another might consider too easy. Our staff appreciate that individual children need and want to access different levels of risk. We will not force children to do anything which they are not confident to do for themselves, or to go further than they feel safe. We will always be vigilant and will support children in their play.
- Some of the challenging play opportunities that we offer are:
 - Role Play
 - Rough and tumble
 - Using woodwork tools
 - Playing in the dark
- We understand that a play environment without challenge will not satisfy, and children will seek adventures in other places. We also believe that the likely outcomes of children not being able to risk assess for themselves will be that children will have more accidents, as they will not understand the dangers and their own limitations.
“Challenging environments allow children to test themselves and explore their abilities....they can learn the penalties of misjudging a risk....children will never understand risk if society prevents them from experiencing it....thus putting them at risk of harm.” (Play England)

The Play Types

- Symbolic Play – Play which allows control, gradual exploration and increased understanding without the risk of being out of one's depth.
- Rough and Tumble Play – Close encounter play, which is less to do with fighting and more to do with touching, tickling, gauging relative strength, discovering physical flexibility and the exhilaration of display.
- Socio-dramatic Play – The enactment of real and potential experiences of an intense personal, social, domestic or interpersonal nature.
- Social Play – Play during which the rules and criteria for social engagement and interaction can be revealed, explored and amended.
- Creative Play – Play which allows a new response, the transformation of information, awareness of new connections, and an element of surprise.

- Communication Play – Play using words, nuances or gestures for example, mime, jokes, play acting, mickey taking, singing, debate, poetry.
- Dramatic Play – Play which dramatizes events in which the child is not a direct participator.
- Deep Play – Play which allows the child to encounter risky or even potentially life-threatening experiences, in order to develop survival skills and conquer fear.
- Exploratory Play – Play to access factual information consisting of manipulative behaviours such as handling, throwing or banging objects.
- Fantasy Play – Play that rearranges the world in the child's way - a way which is unlikely to occur.
- Imaginative Play – Play where the conventional rules, which govern the physical world, do not apply.
- Locomotor Play – Play involving movement in any or every direction for its own sake.
- Mastery Play – Play that seeks to achieve control of the physical and affective ingredients of the environments.
- Object Play – Play which uses infinite and interesting sequences of hand-eye manipulations and movements.
- Role Play – Play exploring ways of being, although not normally of an intense personal, social, domestic or interpersonal nature.
- Recapitulative Play – Play that allows the child to explore ancestry, history, rituals, stories, rhymes, fire and darkness, enabling children to re-enact activities from earlier human evolutionary stages.