

Hyndland After School Club

HOLIDAY INFORMATION FOR PARENTS

The Club hours are 8am – 6pm

Health & Safety

- It is essential that children be accompanied into the club (trip days for 8.45am). This is to ensure that booking/permission forms have been signed, emergency contacts are up to date and information received on the programme for the day, e.g. what time expected back.
- **Packed lunches** (*free of nuts or foods containing nuts*) in a rucksack or backpack for trips and outings. This leaves hands free and prevents lunch boxes 'popping' open. Please store perishable food that could be affected by warm temperatures in labelled bags and we will store them whenever possible in our fridge. Alternatively use 'cool bags' or put ice packs in with the lunch. Regret we are unable to heat up lunches for children. These precautions are necessary to comply with the current Food Safety Act 1990. Healthy Snacks are provided at breakfast time, mid-morning and mid-afternoon - Please encourage your child to have the snacks provided and keep any treats to have with their lunch e.g. chocolate or crisps. Please support us in keeping our Healthy Living Award!



- Please see that children are dressed appropriately for the weather and that they have a change of clothes (e.g. spare shorts) and a towel for trips to the beach etc. A rain jacket is a must! Also, please apply sunscreen before they come - staff will 'top-up' during the day. (During the summer, we prefer the children to be adequately covered and strongly discourage the wearing of 'shoe-string straps' and the removal of t-shirts – no matter how hot it gets!

NB During Spring and Autumn holidays be aware that temperatures can change dramatically during the day and an outfit put on early on a sunny morning may not be sufficient by afternoon when children could be in a park exposed to chilly winds and drops in temperature.

- **Medicines** – Please ensure we are fully aware of any medical conditions or requirements. Authorisation forms must be completed before we can administer medicine. Please note we cannot give the first dose of a new medicine.



Hyndland After School Club

Holiday Information Cont'd

- Our Holiday Clubs are open to all schools. However, Hyndland, Notre Dame and Thornwood regulars get priority. These families are advised to book early before we open to other schools. All Holiday Clubs take place at Hyndland base.
- When collecting children please remember to sign them out and to take all their belongings with you. Unidentified lost property will only be held for one week.
- The club has a Good Neighbour policy which asks parents and carers to be considerate when parking in White Street (no double parking!) and when arriving early in the morning not to bang car doors or have children making too much noise as they enter the school grounds. Your co-operation will be much appreciated.
- Bookings cannot be accepted without a booking form. Please book and pay in advance (if not paying through standing order) and remember to let us know as soon as possible if your child is not attending. **Please note all holiday bookings require a form** – this includes those reserved in your standing order. Cancellations at short notice make no difference to staffing levels therefore fees will still be due. On busy trip days, we may have a waiting list – early notification will give us time to fill the place.
- Children arriving after 8.45am on a trip day risk the chance of being left behind. Please ensure you have an up to date copy of the programme.
- To avoid your child being stressed (and the staff) why not plan to get in early on a trip day? Your child then has time for some breakfast, a chance to go to the toilet and find out which group they are in. A more relaxing start to the day!
- PS If your child is a 'mud magnet' please bring in spare (old) clothes, including underwear, just in case of accidents and in particular, outdoor activities! Also, if you borrow spare clothes please return asap!

