

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 **permission slips** for outings 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. These precautions are necessary in order to comply with the current Food Safety Act 1990. Snacks are provided mid-morning and mid-afternoon.
- 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.

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- **Pocket-money.** We do not always visit shops on our outings but when we do, we have, in the interest of fairness a **£5** limit on spending money. This is for souvenirs of the day and should not be spent on sweets/fizzy drinks.
- 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**.
- 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**. Cancellations at

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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** It maybe an idea to bring spare (old) clothes, including underwear, just in case of accidents and in particular outdoor activities! Also, if you borrow spare clothes please return asap!

Staff mobile phone numbers will be available to you should you wish to take a note of them.

