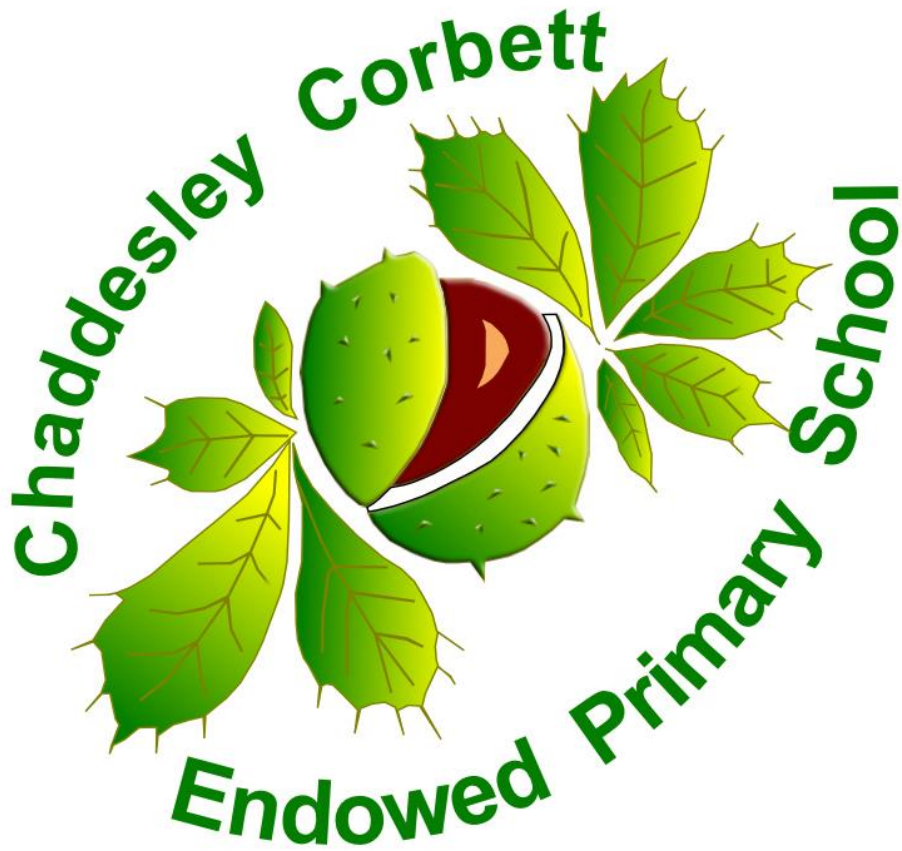


CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL



**Holiday Club Policy**

Author	Fiona Handy
Version	Version 1
Date approved by Governors	
Date of next review	May 2021

## INTRODUCTION

The Holiday Club is run by Chaddesley Corbett Endowed Primary School (CCEPS). Its aim is to provide high quality out-of-school childcare for children aged 2 years to 11 years, during holiday time, providing a range of stimulating and creative activities in a safe environment, ensuring your children have lots of fun.

### **Aims of this Policy**

The purpose of this policy is to provide parents and carers with information about our Holiday Club facility. Copies of the policy are available on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to Club policy.

### **Aims of the Holiday Club**

1. To provide an excellent service for parents of children in the local community.
2. To provide a varied programme of activities supporting all ages and abilities.
3. To provide a safe and stimulating, caring and secure environment where your child can fully develop his/her social, physical, intellectual, creative and emotional skills, through play activities.
4. To provide high quality play and learning experiences for your child.
5. To ensure furniture, equipment and toys are appropriate and well maintained.
6. To ensure a good working relationship is established and maintained with all parents and carers.

### **Contact details**

School office: 8.30am to 4.00pm (term time only)

Telephone: 01562 777312

Holiday Club: 8.00am to 6.00pm

Telephone: 07910 846 994

### **Staffing**

Head teacher:	Mrs E James
Deputy Head teacher:	Miss J Edwards
Holiday Club Manager:	Mrs F Handy
Deputy Holiday Club Managers:	Mrs S Trenfield
	Mrs S Lloyd
	Mrs J Beard

Casual support staff

The majority of the staff that help run the Holiday Club are employed by CCEPS however, we will also use a bank of enthusiastic, experienced and friendly staff to help work at the club when necessary. All staff employed by the Holiday Club have Enhanced DBS certificates and the appropriate experience, skills and ability to carry out the job.

Miss Edwards (Deputy Headteacher) has overall responsibility for the Holiday Club.

### How are parents and carers involved?

Information is shared in a variety of ways: notice boards, social media and the school website hold ongoing information about forthcoming events. We consult parents and carers on a regular basis to ensure quality of service and to collect views and comments. Staff treat parental concerns with discretion and confidentiality. Special arrangements are in place for sharing information where appropriate.

### HOLIDAY CLUB BOOKING PROCEDURE & FEES

Fees will be reviewed for the beginning of each academic year and parents informed of any changes in writing.

Booking forms can be accessed online via the CCEPS website. During term time, they are also available via the School Office and the Wraparound Care.

Full day: 8.00am-6.00pm      Half day: 8.00am - 12.00pm  
10.00am - 2.00pm  
12.00pm - 4.00pm  
2.00pm - 6.00pm

	Full Day	Half Day (max 4 hours)
Pricing for <b>2 year olds</b> (per child/day)	£36	£21
Pricing for <b>3-11 year olds</b> (per child/day)	£26	£16

If parents wish, breakfast and a light tea are available at **extra cost**.

Breakfast: £2.00      Light tea: £3.00      Breakfast & Light Tea: £5.00

Payment can be made via Parent Pay or childcare vouchers and must be made in advance, at the time of booking. All payments must be accompanied by a booking form (see Appendix 2 for an example form). Booking forms will not be accepted without payment.

Emergency or one off bookings can be made via the Holiday Club phone number but are subject to places being available. Payment must be made via Parent Pay following confirmation of a place available. We have the right to refuse any family for non-payment of fees.

## **Arrivals and Departures**

On arrival a member of staff will record your child's attendance in and out on the daily register. If someone else other than the parent/carer are to collect the child, this must be indicated to a member of staff and recorded on the register.

Please note the start and finish time for Holiday Club sessions. If you are unable to collect your child at the time they are booked in for, we would appreciate a phone call explaining the situation. Please see uncollected children policy.

### **Late collection**

Late collection of your child will incur a penalty charge.

Half Day:	Collection between 12.00 – 12.10pm:	£5.00 for the first 10 minutes.
	Collection between 2.00 – 2.10pm:	£5.00 for the first 10 minutes.
	Collection between 4.00 – 4.10pm:	£5.00 for the first 10 minutes.

If your child is still at Holiday Club after this time, you will be charged for an additional half-day session.

Collection between 6.00pm - 6.10pm	Booked session + £5.00
Collection between 6.10pm - 6.20pm	Booked session + £10.00
Collection between 6.20pm - 6.30pm	Booked session + £15.00

If a parent/carer is held up by unforeseen circumstances and they are unable to collect their child by 6.00pm, they must make alternative arrangements for the collection of their child and contact the school to advise of the collection time and that another person is collecting.

If no contact is made, the Manager/Deputy Manager will call the contact numbers provided on the registration form to ascertain the cause of the delay and how long it is likely to last. Messages will always be left on any answer service requesting a prompt reply.

If all lines of communication have been exhausted and children are still on the school premises after 6.30pm, the Headteacher/Deputy Headteacher will make the decision to contact the Police and/or Social Services. If the Headteacher/Deputy Headteacher are unavailable, the decision to contact the Police and/or Social Services will lie with the Holiday Club Manager. Additional penalty charges to those listed above will apply.

### **Cancellations**

Accounts will not be credited for cancelled Holiday Club sessions unless 48 hour's notice is given. If we are not contacted within these timescales, parents will still be required to pay for that session and will not be able to gain credit for another session.

We are unable to provide refunds for sessions cancelled prior to 48 hour's notice, but accounts will be credited towards future sessions.

## **Closure of the Holiday Club**

Very occasionally the Holiday Club faces an unavoidable closure, usually due to severe weather conditions. If we need to close the Holiday Club, notices will be given via the CCEPS social media page, local radio stations and via the CCEPS website.

In the event of severe weather conditions during the day, parents will be contacted to advise of the early closure and asked to arrange early collection of their child.

## **ACTIVITIES**

### **The Daily Routine**

8.00 – 10.00am:	Welcome: free play, games, activities
10.00-10.30am:	Snack time
10.30am-12.00pm:	Activity 1
12.00-1.00pm:	Lunchtime
1.00-2.00pm:	Play: free play, games, activities
2.00-3.30pm:	Activity 2
3.30-4.00pm:	Snack time
4.00-6.00pm:	Chill Out: free play, games, movie

If booked in advance: Breakfast: 8.00-8.30am; Light Tea: 5.00-5.30pm.

Holiday Club is a relaxed and friendly environment. We provide age appropriate activities, which encompass social, emotion and physical skills to help develop each individual child. Your child will have the opportunity to engage in a variety of activities, which include:

Multi Sports - Creative Cooking - Arts and Crafts - Forest Fun - Board Games – Construction – Dance – Music - Water Fun – Movies - Off Site Visits

## **OUTINGS**

Some of the routine activities of the Holiday Club may involve trips. Some journeys may be on foot or in a minibus or coach. Any minibus or coach will have seat belts fitted and staff will endeavour to ensure that these are worn at all times. Staff who have an up to date minibus licence will be permitted to drive the children on any visit.

Outings may be subject to additional charges depending upon the venue and activity. The use of transport may also incur an additional charge. You will be made aware of any additional costs at the time of booking.

When going on outings, children are often walked with members of staff and are expected to stay in the group. As a club we obviously consider any incident of a child running off very seriously and as unacceptable. We would therefore ask parents to ensure their children are aware they must stay in a group with an adult whilst at the club and follow their instructions.

Young children will not be allowed to go to the toilet buildings on outings unaccompanied. They would usually go as a group with a staff member. We would advise this could involve

going to a different toilet, i.e. a group of infant boys with a female staff would go to the ladies toilets. We are sure this is something, which you would accept.

## HEALTH & SAFETY

The safety and security of your child is very important to us. The registration forms we ask you to complete for Wraparound care, ask for details to help us support this aim.

Children need and want to take risks when they play. We aim to respond to these needs and wishes by offering children stimulating, challenging environments for exploring and developing their abilities. In doing this we aim to manage the level of risk so that children are not exposed to unacceptable risk of injury. CCEPS has a detailed Health and Safety policy and carries out regular risk assessments.

Before eating, children will be encouraged to wash their hands as activities may involve them getting dirty hands. They will also be reminded to follow good hygiene practice after using the toilet.

## EQUAL OPPORTUNITIES

We will treat all children in our care equally regardless of race, cultural background, gender or disability. Children with special needs and disabilities are welcomed at Holiday Club after consultation between parents and staff to ensure that all needs can be met within the staff ratios that we provide. If your child has a particular need we will discuss this to find out if any special provision will be required.

## SAFEGUARDING CHILDREN

As a caring organisation with direct responsibility for children, our first concern is your child's welfare in all its aspects. There may therefore be occasions when we have to consult other agencies even before we contact you, in particular in relation to safeguarding children. The school has a Safeguarding Children Policy which may be viewed on our website, <https://www.ccschool.co.uk/>

### **Security**

- Access to the school premises is controlled and visitors must sign in.
- A register will be provided for all children using the Holiday Club.
- Children will be signed in and out of Holiday Club by a member of staff.

Children are supervised at all times. The definition of supervision being *within sight or hearing of a member of staff*.

Holiday Club has access to the whole of the school, including the school field, the school playground and the Forest School area. All outside areas are secured by high fencing and have locked gates.

## **Emergency Evacuation and Full Lockdown Procedures**

Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Fire exits are clearly marked and procedures for evacuation clearly marked in all rooms.

Procedures are in place for full lockdown in the event of an immediate threat to the school/Holiday club and lockdown drills are carried out regularly. Designated "Safe areas" are clearly on display in appropriate places within the Wraparound/Holiday Club building.

## **Mobile Devices**

Please note that mobile devices, e.g. mobile phones, iPads etc, are not permitted at any time during Holiday Club. The school will, however, ensure that contact numbers are available for any general or emergency purpose. Please ensure that you confirm appropriate contact numbers when completing the necessary forms.

## **BEHAVIOUR**

At CCEPS Holiday Club we believe that children will flourish best in an atmosphere of mutual respect and encouragement where everyone knows what is expected of them.

There are rules relating to behaviour to ensure a high standard of safety and supervision. We concentrate on encouraging good behaviour and ensuring children enjoy their time at Holiday club. All members of staff will promote an environment of respect, cooperation, trust and responsibility and it is expected that all children coming to the club are well mannered and polite.

All children and staff have a right to enjoy their time at the club without fear of intimidation, harassment, physical or verbal abuse. Should the positive atmosphere of the club be compromised by disruptive or inappropriate behaviour, our staff will explain to the child why it is unacceptable. If the problem cannot be resolved, staff may have no choice but to exclude the child from the club.

Bullying will not be tolerated at Holiday Club. Any kind of discriminatory behaviour e.g. racism, sexism, will be challenged and will not be allowed to continue. Any such behaviour will be treated seriously and staff will intervene at the earliest possible stage. The club will exclude children for serious or continued misbehaviour.

We believe that responsibility can enhance a child's development and confidence. We want the children to feel that this is their club and so all children will be expected to play their part in the running of it. This will involve washing up after snacks, helping to tidy up, clearing away paint etc. and taking responsibility for the Holiday Club facility.

## **MEDICAL**

It is important that you give us as much detail as possible if your child suffers from any medical condition or allergy. Even if you have previously provided the details for school records, it is important that up to date information is maintained separately at Holiday Club.

It must be remembered that whilst staff have received training in first aid, they are not medically qualified and any action we take in response to an injury, will be based upon our assessment at the time. We will administer first aid where necessary.

## **Medication**

The school has clear guidance on administering medication at Holiday Club.

Medication should only be administered at Holiday Club when it would be detrimental to a child's health not to do so. Where clinically possible, parents/carers should request their prescribing clinician to prescribe medication in dose frequencies which enable them to be taken outside the school day.

If your child has to take any medication whilst at Holiday Club, parents/carers must fill out a medication consent form. Any medicine necessary when attending Holiday Club should be clearly labelled and handed to the Holiday Club Manager/Deputy Manager at the start of the session. Staff will administer the medicine and record the time and the dose given. We will ask you to check and sign the record when you collect your child.

Please note it is essential that we are aware if your child uses an inhaler. If your child uses an asthma inhaler, could you please send a spare, labelled with your child's name and dosage, which we can keep at Holiday Club.

## **First Aid and Medical Emergency Procedures**

All incidents are dealt with by a qualified First Aider.

All accidents will be recorded in the accident book, accurately reported to the parents/carer upon collection and signed by a member of Holiday Club staff.

If an emergency situation arises, the ambulance service will be contacted and a named adult on your child's form informed immediately.

## **Illness**

Some young children seem to spend most of their time suffering from one minor infection after another, especially during the winter months. At Holiday Club we recognise this and it is part of our practice of good hygiene to limit the spread of infection.

If a child is unwell at Holiday club the school will contact the parents and ask them to arrange to collect the child from school.

We ask parents to co-operate with this practice by keeping their children away from Holiday Club when they are unwell. This does not mean that children should be kept away for every sniffle or cough, but please do not ask staff to accept a child who has:

- A high temperature
- A cough with a high temperature
- Vomited or had diarrhoea in the last 48 hours
- An eye infection
- Is obviously unwell and unable to enjoy a full day of activities



In line with CCEPS infection control, we ask that children who have had a bout of vomiting and/or diarrhoea do not return to Holiday Club until 48 hours after the last episode of sickness. This is to minimise infection for other children. Thank you for your support in this.

If your child has a rash, please seek medical advice from your GP before bringing him or her to Holiday Club.

## **Sunscreen**

CCEPS is an official Sun Safe school and the Holiday Club are aware of how damaging UV rays from the sun can be to your child's skin. During the summer months, or when necessary, we recommend that sun protection should be applied prior to your child coming to Holiday Club. All children should have access to an SPF 30+, broad-spectrum, high quality UVA protective sunscreen throughout the day and have appropriate sun protective hats with them.

We cannot be held responsible for any adverse effects whilst the children are outdoors.

## **FOOD AND DRINK**

If your child has a special dietary requirement or allergy, it is important that you advise us in writing in order that adequate staffing/activities are available and we can deal with any situation that may arise.

You are asked to supply your child with a refillable drinks bottle for use at Holiday Club. Water and/or squash will be readily available throughout the duration of the day. Children will be made aware of the importance of drinking and that they should ask for their bottles to be refilled when they require it.

A packed lunch with a drink will be required for lunchtime, and a light snack for during the morning and/or afternoon.

If it is too early for breakfast before leaving home, children can bring breakfast with them and eat it at Holiday Club. Alternatively, breakfast and a light tea are available at **extra cost**.

Some of the children who attend Holiday Club, have nut allergies. For the health and safety of these children, please do not put any nut products in lunchboxes or sandwiches (e.g. peanut butter, chocolate nutty bars).

Whilst the staff will try and ensure lunch boxes are stored in a cool area, these will not be refrigerated and parents are asked to give due consideration to this when deciding what will be given to the children when they make their packed lunch. Particular care needs to be taken on outing days when a lunch box could be in a hot coach for some hours.

## **LOST PROPERTY**

The Holiday Club will not accept liability for loss of or damage to any item. We would ask that valuable items not be brought to the club. Please ensure clothes, bags, lunch boxes, etc, are clearly marked with your child's name. Lost property will be kept for two weeks and then disposed of if not claimed.

## PARENTAL CONCERNS

At CCEPS, we welcome constructive dialogue that will enable us to improve and develop.

A comment, email, letter or personal acknowledgement of all the very positive things happening in Holiday Club would be very welcome. This proves to be a huge morale booster for both children and staff.

### **Complaints Procedure**

CCEPS Holiday Club is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan.

If a parent/carer has a complaint about some aspect of the Club's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the Holiday Club Manager and/or to the individual concerned.

Under normal circumstances, the Holiday Club Manager will be responsible for managing complaints. If a satisfactory outcome is not achieved, please refer to the CCEPS Complaint Procedure, which can be found on the school website.

If a complaint is made against the Holiday Club Manager, the Headteacher (or other person appointed by the Headteacher for this purpose) will conduct the investigation. All complaints made to staff will be recorded in detail.

### **Related Chaddesley Corbett Endowed Primary School Policies**

Behaviour and Discipline Policy

Health and Safety Policy

Intimate Care Policy

Photographic Images of Children Policy

Safeguarding Policy

Complaints Policy

Uncollected Child Policy

Appendix 1



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL AND NURSERY

Registration Form

**Child's Details**

**Date of Registration:**

First name:	Surname:
Date of birth:	Current year group:

**Parent/Guardian details**

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details below)</i>					

**Emergency Contact Details** *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

**Other Information**

Who would normally pick up and collect your child from Holiday Club?: <i>Your child will only be released to people you have named on this form. Children cannot be released to siblings/friends under the age of 16.</i>
Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Please give details of any health requirements that your child may have (i.e. inhaler, epipen, allergies)
Is there anything your child doesn't like (food, games etc) or is scared of?

**In case of a medical emergency**

Is your child up to date with their vaccinations? Yes / No	
Name of Doctor:	
Address:	Telephone:
Name of Dentist:	
Address:	Telephone:
<p><b>In an emergency, Holiday Club staff may be asked to provide information to NHS Staff regarding your child's medical history. Could you please complete and sign the statement below:</b></p> <p><b>I give / do not give permission for staff at Chaddesley Corbett Endowed Primary School and Preschool to seek any necessary emergency medical advice or treatment and to discuss my child's medical history if required.</b></p> <p><b>Full name of child (in capitals)</b>                  .....</p> <p><b>Parent / Carer name (in capitals)</b>                  .....</p> <p><b>Parent / Carer signature</b> ..... <b>Date:</b> .....</p>	

Please circle the appropriate Yes or No option

Whilst in the care of Chaddesley Corbett Endowed Primary School and Preschool Holiday club, I give permission for my child to:

- |  |     |    |
|--|-----|----|
| • watch films or television programmes or computer and console games that are classified U or PG | Yes | No |
| • use face paints if they wish   | Yes | No |
| • go on routine outings  | Yes | No |
| • be transported in a vehicle  | Yes | No |
| • use outdoor play equipment in gardens, parks or playgrounds                                    | Yes | No |
| • to watch films or computer and console games that are classified U or PG                       | Yes | No |
| • use face paints if they wish   | Yes | No |

## Terms and Conditions

- I understand that except in the case of unforeseen circumstances, places for Holiday Club should be booked in advance. Fees for Holiday Club are payable at the time of booking.
- I understand that if I have not paid in advance, I am required to pay via Parent Pay before collecting my child.
- I understand that my child will not be accepted on another occasion if payment has not been received.
- I understand that if I give more than 24 hours' notice, I will be able to cancel a Holiday Club session and carry forward my payment to a future session. Refunds will not be given.
- I understand that late or non- payment of fees will jeopardise my child's place at Holiday Club.
- I understand that the holiday club is not responsible for any of my child's personal possessions.
- I am aware that the holiday club has a duty to report any concerns to the appropriate authority.
- I give permission for a trained member of staff to administer appropriate first aid if required.
- I have read and accepted the above conditions for my child to attend the Holiday Club at Chaddesley Corbett Endowed Primary School.
- I have read and understood the information regarding use of photographs/images and videos within the Chaddesley Corbett Endowed Primary School Photographic Images of Children Policy. I understand my consent remains valid throughout my child's time at Chaddesley Corbett Endowed Primary School Holiday Club.

Signed: \_\_\_\_\_ (parent or carer)

Date: \_\_\_\_\_

**Please return this copy to school.**

## Terms and Conditions

- I understand that except in the case of unforeseen circumstances, places for Holiday Club should be booked in advance. Fees for Holiday Club are payable at the time of booking.
- I understand that if I have not paid in advance, I am required to pay via Parent Pay before collecting my child.
- I understand that my child will not be accepted on another occasion if payment has not been received.
- I understand that if I give more than 24 hours' notice, I will be able to cancel a Holiday Club session and carry forward my payment to a future session. Refunds will not be given.
- I understand that late or non- payment of fees will jeopardise my child's place at Holiday Club.
- I understand that the holiday club is not responsible for any of my child's personal possessions.
- I am aware that the holiday club has a duty to report any concerns to the appropriate authority.
- I give permission for a trained member of staff to administer appropriate first aid if required.
- I have read and accepted the above conditions for my child to attend the Holiday Club at Chaddesley Corbett Endowed Primary School.
- I have read and understood the information regarding use of photographs/images and videos within the Chaddesley Corbett Endowed Primary School Photographic Images of Children Policy. I understand my consent remains valid throughout my child's time at Chaddesley Corbett Endowed Primary School Holiday Club.

Please keep this copy for your records.

Appendix 2

Booking Form (example)



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL AND NURSERY

BOOKING FORM – EASTER

We are now taking bookings for the holidays. Please complete the booking form so that so we can ensure we have the correct number of staff.

All booked sessions will be charged unless notice to cancel has been given. If your child is not collected promptly at the end of their booked session, a late collection fee will be charged.

Children may bring a light snack with them to have during the morning and/or afternoon. They children can also bring breakfast with them and eat it here, if it is too early for breakfast before leaving home. Alternatively, breakfast and a light tea are available at **extra cost** (please refer to Fees and Charges for more information). Breakfast is served from 8.00-9.00am, a light tea is served from 5.00-5.30pm. Please tick the relevant box on the booking form if you wish to order breakfast or tea.

All activities will start at 10.30am.

Please return booking forms to the school office before **Friday 20 March**.

**Please turn over for booking form**



Please indicate which sessions and days you require. For Half Day sessions, please put A, B, C or D  
 (A: 8:00am-12:00pm      B: 10:00am-2:00pm      C: 12:00pm-4:00pm      D: 2:00pm-6:00pm)

	6 April	7 April	8 April	9 April	10 April	Cost
	Monday	Tuesday	Wednesday	Thursday	Friday	
Full Day / Half Day					BANK HOLIDAY	£
Breakfast (8.00-9.00am)						£
Light Tea (5.00-5.30pm)						£

	13 April	14 April	15 April	16 April	17 April	Cost
	Monday	Tuesday	Wednesday	Thursday	Friday	
Full Day / Half Day	BANK HOLIDAY					£
Breakfast (8.00-9.00am)						£
Light Tea (5.00-5.30pm)						£
<b>OVERALL TOTAL COST</b>						<b>£</b>

Child 1: ..... Child 3:  
 .....

Child 2: ..... Child 4:  
 .....

Paid online ref. Parent Pay \_\_\_\_\_ Date: \_\_\_\_\_

Childcare vouchers (Please give name of provider) \_\_\_\_\_ Date:  
 \_\_\_\_\_

## Appendix 3

### CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL AND NURSERY



At Chaddesley Corbett Endowed Primary School we offer child care for children aged 2 to 11. We provide a range of activities to ensure your children have lots of fun and each day will have a special theme. Whether you are a working parent or just fancy a little bit of peace and quiet, we are here to help. Get in touch and sign up for our holiday club.

Please complete the booking form so that so we can ensure we have the correct number of staff. All booked sessions will be charged unless notice to cancel has been given.

#### CHARGES

##### PRICING FOR **2 YEAR OLDS** (PER CHILD/DAY)

Full Day (8:00am-6:00pm).....£36

Half Day (max 4 hours).....£21

(morning session 8:00am-12:00pm)

(mid-session 10:00am-2:00pm)

(early afternoon session 12:00pm-4:00pm)

(late afternoon session 2:00pm-6:00pm)

##### PRICING FOR **3-11 YEAR OLDS** (PER CHILD/DAY)

Full Day (8:00am-6:00pm).....£26

Half Day (max 4 hours).....£16

(morning session 8:00am-12:00pm)

(mid-session 10:00am-2:00pm)

(early afternoon session 12:00pm-4:00pm)

(late afternoon session 2:00pm-6:00pm)

#### BREAKFAST AND / OR LIGHT TEA

If parents wish, breakfast and a light tea are available at **extra cost**.

Breakfast.....£2.00  
(8.00-9.00am)

Light tea.....£3.00  
(5.00-5.30pm)

Breakfast and Light Tea.....£5.00

Payment **MUST** be made in advance. Please ensure all payments are made via Parent Pay or childcare voucher scheme prior to Holiday Club starting.

To ensure your child's place please return booking forms to the school office, **at least 10 working days before Holiday Club is due to start**. If you do not hear from us, please assume your child has a place.

#### IMPORTANT INFORMATION

Please note that Holiday Club closes at **6.00pm**. Late collection of your child will incur a penalty charge.

Half Day: £5.00 for the first 10 minutes. After this time, you will be charged for an additional half-day session.  
Collection at 6.00pm: Booked session + £5.00/every 10 minutes.

Accounts will not be credited for cancelled Holiday Club sessions unless 48 hour's notice is given.

We are unable to provide refunds for sessions cancelled prior to 48 hour's notice, but accounts will be credited towards future sessions.

We aim to provide cost effective and reliable child care. In order to maintain our high standards and reasonable prices we require your support and clear communication.

**If you need to contact wraparound during Holiday Club, please telephone  
07910 846 994**

## Appendix 4

### CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL AND NURSERY



#### USEFUL INFORMATION

In order for things to run smoothly, please provide your child with the following items:

- packed lunch with a drink
- named refillable drinks bottle
- coat
- hat and gloves (if cold weather)
- sun hat and sun cream (if warm weather)
- sensible shoes for running around in
- pair of wellies if it's raining or wet outside
- a large old t shirt/shirt to protect clothes if painting etc
- spare clothes in case of accidents

For certain activities they will also need:

- Scooter Day - scooters and helmet
- Forest School - clothes suitable for Forest school (and a change of clothes in case of muddy accidents!)
- Wet Play day – swimming costume, towel, PE pumps (the playground gets VERY hot in the sun!)

Nursery/Reception age children:

- Spare clothes in case of accidents
- Changing bag with nappies/wipes/nappy bags etc if not yet toilet trained.

#### PLEASE NOTE:

Children will need to bring a light snack with them to have during the morning and/or afternoon. If it is too early for breakfast before leaving home, children can also bring breakfast with them and eat it here.

Alternatively, breakfast and a light tea are available at **extra cost**. Breakfast is served from 8.00-8.30am. A light tea is served from 5.00-5.30pm. Please refer to Fees and Charges for more information.