



Holiday Club Policies & Information Document

Welcome to the EYFS Activitots Holiday Club running at St Cedd's Primary School. The club is designed for children aged 3-5 in Preschool or Reception year groups. This pack is designed to be a reference point for any information you may need whilst working at the club, but if you have any further questions, please do not hesitate to get in contact with us.

Contact Details:

Activitots Management & Escalation - Sally Holmes sally@activitots.net 07740363476

Activitots Management & Escalation – Sarah Kenealy sarah@activitots.net 07896666313

Activitots Management & Escalation – Sophie Roberts sophie@activitots.net 07814488967

Holiday Club Manager – Amecia Wilkins holidayclub@activitots.net

Holiday Club Emergency Number – 07938 584901 (only in use during holiday club hours)

Internal Staff Policy Site

This and all other Activitots internal & external policies can be found on the below private link:

www.activitots.net/internal-policies

Information Communication:

There will be lost of information to communicate between parents and staff, and amongst staff especially for overlapping days.

A WhatsApp group will be set up for information sharing between staff members. This may be that a parent has indicated another parent will collect, this information can be shared on the WhatsApp group so that all staff members can be aware.

There will be a dedicated Holiday Club Emergency phone, number and email listed above. This can be used for parents to communicate information to the Holiday Club staff and vice versa. This phone can also be used to take photographs of the children for the purposes of collating newsletter information for the end of the week. These photographs and any information will be stored securely and in accordance with our data protection policy.

Any medical information from parents should be sent to the holiday club email with access available to all staff members.

Mobile Phone Policy:

No personal mobile phones should be present in the pre-school buildings. Phones can be left and used in the pre-school kitchen during staff breaktimes.

Staff Breaks:

Staff are entitled to 15 minute mid-morning break, a 30 minute lunch break and a 15 minute afternoon break. The morning & afternoon breaks should be taken in the staff room. Due to child supervision and safeguarding we will operate a minimum number of 3 staff onsite at all times. This can include the break staff. If a staff member needs to be called back to the pre-school building during their break to attend to an issue, they may resume their break once the issue is resolved. When a lunch cover staff member is in the staff schedule, two of the breaks can be taken together and the staff can leave the premises during the lunch cover shift. This off premises break should be maximum 45 minutes long.

Drop Off Procedure:

A Holiday Club staff member will meet the children at the main gate of St Cedd's School at 8:00am. When all the children have arrived, they will be walked into the building by the Holiday Club Staff. No parents will be allowed on the school site.

If any children arrive later than 8:00am for drop off, there should be an advance email stating preferred drop off time. The parents/guardian will ring the TLC doorbell at the gate which can be answered using the ipad supplied by St Cedd's School, a member of staff will collect the child from the gate. Alternatively, they may phone the Holiday Club Emergency Phone number.

All late drop off email confirmations should be stored on the Holiday Emergency Phone.

Security & Password:

At drop off, please confirm with the parent if another adult will be collecting the child. If so, please confirm the security password that can be used at collection time and is stored in the booking system.

This password can be recorded by paper or using the Holiday Club Emergency Phone.

This will be recorded down by the staff member. If you are aware of another person collecting, please let the staff know at this time.

Collection Procedure:

The children will be brought to the School gate at 5:30pm for collection, please arrive promptly at 5:30pm. No parents will be allowed on the school site.

Collection at a time other than 5:30pm can be arranged by prior agreement. Please email the Holiday Club with the time of expected collection upon arrival at the school please ring the TLC doorbell or call the Holiday Club Emergency Number listed above.

If the person collecting the child is unknown to the Holiday Club staff member or is different from the person who dropped off the child then a password will be requested. If the password is incorrect or the Holiday Club staff were not aware of an alternative arrangement for collection then the Parent/Guardian contact on the booking form will be contacted.

All early drop off email confirmations should be stored on the Holiday Emergency Phone.

Late Collection Policy

If a child is not collected by 5:40pm then contact with the parent/guardians listed on their booking form should be attempted. If contact with parent/guardian is not made by 5:50pm then Activitots Management team should be contacted. In the unlikely event that no contact is made by 6:00pm then emergency services will be contacted. The child will stay at the setting with the Manager or an Activitots Management team member.

Medical & First Aid Policy

We will always have at least one paediatric first aid trained member of staff on site at all times. If a child has an accident please record in the accident book and notify the guardians at collection. If a child has a head injury please call the guardians during the day to inform them.

If your child is required to take prescription medication during the day at the Holiday Club, please ask the guardians to fill out the below medication administration form. This will email the form to Sally and the Holiday Club email address. A new form needs to be filled in for each day. **Only administer prescription medication with written permission.**

[Medication Administration Form](#)

We will not administer non-prescription medication.

If a child has a temperature of more than 37.8 C then please call their parent/guardian and ask for them to be collected.

If a child has an accident and first aid is administered then please fill out the below report form:

[Accident Report Form](#)

Photograph Permission & Newsletter Policy

When the parents register their children they will complete the photograph permission policy. These photograph permission relates to social media posting and marketing materials etc. We will need to make some marketing materials from time to time, so we may occasionally ask you to collect some photographs of children whose parents have given

permission. These photographs can be captured on the Holiday Club Emergency Phone. These will be stored in accordance with our data protection policy.

We would like to send out a short newsletter at the end of the week with a small amount of information about what the children have been up to, together with a selection of photographs.

Please collate this information throughout the week on the Holiday Club phone and send this information to sally@activitots.net by the morning of the final day of the week of the holiday club.

Parents have been told in the parent information pack that these photographs will be sent out to parents of the holiday club only. They have been asked to email in with they do not wish their child to be included in these photographs. So, unless otherwise noted, please take some photographs of all children at the club for use in the newsletter.

Behaviour Policy

An extensive behaviour policy can be found online, please familiarise yourself with this policy.

Personal Care

This is any care that involves washing, touching or giving any support that most children are unable to carry out themselves. However, depending on the age and stage of a child's development, they may need some support, for example; dressing, wiping their bottom after using the toilet and changing underwear and clothes following an accident.

Parent are requested to inform staff of those children likely to require such care and a discussion takes place regarding how their needs can be met at home. Parents provide clean clothing and are always informed when a child has needed such care.

Every child has the right to privacy, dignity and a professional approach from all staff when meeting their needs and the staff work in partnership with parents to give the right support to each individual child.

Any child who needs personal care support, specifically after an accident, will receive support from two staff members in line with our safeguarding values.

Parents are asked to provide spare clothes but we will carry a small amount of spares in case of accidents and no spares provided.

Timetabled Activities & Free Play

Before each holiday club a timetable will be scheduled by the Activitots team and Manager. The timetable will include some crafting, cooking, sporting activities and games. The

Activitots sport activities will be run by staff who have previously worked with the Activitots camps or after-school clubs if they are available. Equipment will be provided by Activitots.

Although we have a brilliant schedule of activities designed to keep the children busy and entertained, we also understand that at this age free-play is equally important. The children will have the opportunity for supervised free play if they do not want to engage in the activity schedule.

Food Supervision

Children should attend with a packed light tea only, hot lunches and snacks are provided. We have asked the parents to keep to a no nut policy. Please can all staff members watch out for food or snacks containing nuts.

Any children with food allergies should be stated in the registration forms.

Food based activities should only be carried out by staff with basic food hygiene training.

All food allergies and intolerances should be adhered to with the food based activities. Allergen free alternatives can be provided for any children providing notice is given.

The Holiday Club will provide fresh fruit, milk and oat milk for snacks. There is drinking water provided in the pre-school kitchen that can be used to refill water bottles.

Cancellation & Sickness Policy

If the booking is cancelled more than 7 days prior to the Holiday Club we will issue a full refund minus a £2 admin charge per booking.

Bookings cannot be cancelled less than 7 days prior to the Holiday Club.

Bookings can be transferred to another date up until 1 day prior to the Holiday Club, subject to availability.

For any further queries regarding cancellations or rescheduling please refer to parents to sally@activitots.net