



Parent Information Pack

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 give you all the information that you should need to attend the Holiday Club, but if you have any questions, please do not hesitate to get in contact with us.

Activitots is a local multisport business, we have designed a programme alongside the preschool teachers or St Cedd's to offer a wide variety of fun and entertainment for the children.

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)

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 of 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 you would like to arrive later than 8:00am for drop off, please let us know by email in advance. When you arrive at the school please ring the TLC doorbell at the gate and a member of staff will collect your child. You can also phone the Holiday Club Emergency number listed above.

Security & Password:

At drop off, please confirm to the staff member a security password that can be used at collection time. 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.

Late Fee

If a child is not collected by 5:40pm then a late fee shall apply of £5 per 5 minutes after the 5:40pm.

Photograph Newsletter Policy

Photograph permissions were recorded on the bookings forms and these permissions will be followed with regard to any social media picture posting of the children.

We intend to send out a brief newsletter at the end of the Holiday Club week detailing some of the activities that the children have been up to during their time at the Holiday Club. This newsletter will only be sent to parents of the Holiday Club for that school break. If you do not wish your child's photo to be included in that Newsletter than please let us know separately by email.

Hot Lunch Provision & Last Minute Bookings

Hot lunches are now being provided by an external catering company.

Due to this we must provide accurate numbers and dietary information to the external caterers in advance. If dietary information is not provided to Activitots in writing at least the week before the booking we cannot guarantee meeting all dietary needs.

Any bookings made in the same week as the holiday club are not guaranteed hot lunches and the parents may be asked to provide packed lunch for their child to attend the holiday club.

What To Bring

Please provide your child with named, refillable water bottle and a light tea for an afternoon snack. We are a nut-free holiday club, please do not send in any food that contains nuts. We will provide water, milk, oat milk and fruit for morning snack.

Please provide a, labelled, spare change of clothes.

For wet & cold weather:

- Named raincoat & welly boots
- Named woolly hat and gloves

For hot & sunny weather:

- Named sunhat
- Please apply long lasting suncream before attending

Children who do not have a sunhat and suncream will be kept in the shady areas during very hot and sunny weather.

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.

Parents 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.

Behaviour

We have an extensive behaviour policy that can be found on our website.

www.activitots.net/policies

Staff & Ratios

Due to the young age of the children and in line with our child supervision and safeguarding policies, we will always have a minimum number of 3 members of staff on site at all times. All our staff are Enhanced DBS checked. There will always be at least one staff member with Childcare qualifications, for the majority of the time there will always be a qualified teacher on the staff team.

Medical & First Aid Policy

We will always have at least one paediatric first aid trained member of staff on site at all times. If your child has an accident it will be recorded in the accident book and you will be notified at collection. If your child has a head injury you may be called during the day to inform you.

If your child is required to take prescription medication during the day at the Holiday Club, please let us know in advance. We can only administer prescription medication with written permission.

[Medication Administration Form](#)

We cannot administer non-prescription medication.

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

Timetabled Activities & Free Play

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.

Cancellation Policy

If the booking is cancelled more than 7 days prior to the Holiday Club we will issue a full refund minus a £5 admin charge per booking.

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

Bookings can be transferred to another day up to 3 days prior to the Holiday Club Booking Date.

Due to the Holiday Club now providing hot lunches we cannot transfer the booking to another date unless we have sufficient notice beforehand and can notify the catering company to amend the numbers that we need to provide hot lunches for.