



Parent Information Pack

Welcome to the Activitots Holiday Camp, also known as ActiviCamps running at Chelmer Park Astropitch. The club is designed for children aged 3-12. This pack is designed to give you all the information that you should need to attend the Holiday Camp, 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 with our experienced coaches to offer a wide variety of fun and entertainment for the children.

Contact Details:

Holiday Camp Manager Pete Mynard pmynard32@outlook.com 07772351770

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

Drop Off Procedure:

A Holiday Camp team member will meet the children at the astro pitch furthest from the car park from 8:45am. Children will be registered and assigned their groups for the duration of the morning/day. We will always try and accommodate friendship groups as best as we can.

Security & Password:

At drop off, please confirm to the team if a different person is collecting your child. A password should be recorded in the booking information and can be verified with the team member. If you are aware of another person collecting, please let the staff know at this time.

Collection Procedure

Half day campers can be collected from pitch side at **12:00pm**. A team member will dismiss the children to a guardian or to a person who has the password for the child they are collecting.

Full day campers can be collected from pitch side at **3:00pm**. A team member will dismiss the children to a guardian or to a person who has the password for the child they are collecting.

Bubble Football

In order to participate in bubble football, children must be 8 years of age, they must have a signed waiver and they must be wearing protective clothing that includes gloves and long trousers.

Bubble Football Rules must be followed at all times, any rules not followed will result in the child being sat out to ensure the safety of all participants.

The bubble football waiver can be found here:

<https://eu.jotform.com/sign/252594487443064/invite/01k5c10xm6da62f7f8c5e1b322>

Photograph 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.

Lunch

A packed lunch must be provided for the children. This will be taken in the Chelmer Park Clubhouse. It is Activitots policy that no nuts may be brought into the Holiday Camp.

What To Bring

Please provide your child with named, refillable water bottle, snacks for mid sessions breaks and a packed lunch if they are full day campers.

Water bottles can be refilled pitch side.

For hot & sunny weather, please provide

- Named sunhat
- Suncream that children can apply themselves

For wet & cold weather, please provide

- Named raincoat
- Named change of clothes

This is an outdoor holiday camp and will go ahead in any weather apart from thunderstorms.

Personal Care

Children attending the Holiday Camp are expected to be able to carry out personal care particularly around toileting themselves.

Children attending the Holiday Camp are expected to be able to apply their own sun cream top ups if needed throughout the day.

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 may be contacted in the event of a toileting accident if personal care needs cannot be met by the team members.

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 some of the children, and inline 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 over the age of 18 are Enhanced DBS checked.

We work with ratios of a maximum of 1:16 for 6 years and above; and 1:8 for 3-5 year olds, unless we have a QTA present in which case the ratios are 1:13.

Our Holiday Camp Manager will hold relevant coaching qualifications and/or coaching experience.

We may have some volunteer coaching students attending the camp. These students will be supervised by DBS checked staff members at all times and will not hold responsibility positions for children attending the camp.

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.

Weather & Shelter

This is an outdoor holiday camp and will go ahead in any weather apart from thunderstorms. If a weather cancellation is enforced a full refund will be provided.

We have access to the Chelmer Park clubhouse; this will be used at lunch time for the full day campers; but can also be accessed for breaks from extreme hot or wet weather throughout the day.

Cancellation Policy

If the booking is cancelled more than 7 days prior to the Holiday Camp 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 Camp.

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