

Parents and carers guide to camps

Our camps are exciting Ofsted registered multi activity days for 5- 12 year olds lead by a child care professional. Each week will have a different theme and each activity has been planned to make sure it is as fun as possible. The children will be in two groups 5-7 years and 8-12 years. Children will come together for free time, breaks and lunch. We operate a 1:8 ratio for 5-7 year olds and 1:10 for 8-12 year olds.

Prices: You can book a full day 8.30am-5.30pm (£27 member, £29 non), extended day 8.30am-6pm (£32 member £34 non) or a half day 8.30-12.30 noon or 1.30pm-5.30pm (£16.50 members £18 non).

Please make sure:

- Your child is wearing clothing you don't mind getting a bit messy and easy to run around in. Please label clothes especially jumpers and jackets.
- Your child is wearing sensible shoes or trainers with socks for zooming around in
- Your child has a bag containing:
 - a change of clothes
 - a healthy and balanced packed lunch or you have purchased a scrummy lunch add on from us. Please do not include nuts in your child's lunches and snacks.
 - some healthy snacks packed
 - a refillable labelled water bottle
 - a swimming costume, towel and hair brush in a plastic bag that wet kit can go in to after the session. We may not swim every day.
- Your child hasn't brought in any toys from home, money or any gadgets- camp is an escape from screens and we would hate for your child to lose a precious item of theirs.

Booking: You can book camp at your site. Fill out a camp registration form so we have all the details on your child including a password if someone else is collecting and any medical or allergy information we need to know. We may have some last minute spaces at camp but we encourage you to book where possible to ensure your child gets a space.

Attendance: You will be required to sign your child in to each day of camp and sign them out at collection, your child will receive a wrist band to wear during their day at camp. If your child is unable to attend please let us know. If you wish to contact your child during camp please call the site and a message will be passed to the Camp Leader to contact you.

The day: Each hour your child will have a choice of activities or a scheduled activity. We break our day in to Active, Performance, Craft, Science, Play and Free Time. Each session has been written with the children's age group in mind and will include a variety of extra games and activities the children can choose from. Our camp has been created with MEND

in mind. MEND focusses on MIND, EXERCISE, NUTRITION and DO IT, we aim to provide fun, engaging games to keep children fit and healthy during camp whilst nurturing their wellbeing and mindfulness. Lunch is one hour with 30 minutes food time and 30 minutes free play.

An example day looks like:

Time	Activity 1	Activity 2	Notes
8am	Free Time: My Time	Free Time: My Time	In the base room
9am	Ice Breakers		Whole Group
10am	Active: Parachute Fun	Science: Junkyard Challenge	
11am	Break: My Time	Break: My Time	
11.30am	Science: Exploding volcanos	Active: Dodgeball	
1230pm	Lunch	Lunch	Lunch if purchased
130pm	Craft: Sand art	Food: Smoothies	
230pm	Play: Mask Making	Craft: Bird Feeders	
330pm	Performance: Drama games	Play: Treasure Hunt	
430pm	Food: Rock cakes	Performance: My Time's got talent	
530pm	Pick up time	Pick up time	

Arrivals and departures

Children will need to be signed in and out for each day at camp or holiday activity.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The camp finishes at **5.30pm** unless you have an **extended day package**, if you are delayed for any reason please telephone the setting to let us know. A late payment fee of **£15.00** per 15 minutes will be charged if you collect your child after the setting has closed.

If your child remains uncollected after [your designated time](#) and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **late collection Policy** and contact the Social Care team.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. Copies of our safeguarding policies are available on request.

Equal opportunities

Our setting provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Additional needs

We make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the setting's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with additional needs.

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the setting. These are displayed at the Setting for everyone to see.

We have a clear **Behaviour Management Policy** that we follow.

The Setting promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Setting has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Setting straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child, this is a last resort.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Setting we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Setting for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Setting is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has a non serious accident whilst in our care, you will be informed when you collect your child.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Setting you will need to complete a **Permission to administer medication form** in advance.

Complaints and feedback

We take your comments and concerns extremely seriously. Any complaints can be reported directly to the camp leader or duty manager in the setting who will investigate and report where necessary. Copies of our complaints procedures are available on request.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Have open access clubs that are inclusive.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the setting.
- Ask your permission for outings and special events.

- Listen to your views and concerns to ensure that we continue to meet your needs.