



We want every child to be happy, caring and successful.

Holiday Club

Parent/Carer Information and Terms and Conditions



Contact Numbers & addresses

Cedars Holiday Club: 01908 610561

Cedars Primary School: 01908 610561

Bury Street, Newport Pagnell, Bucks MK16 0DT

If the club staff are not able to answer the phone you will be able to leave a message and someone will get back to you ASAP. If a message is left over a weekend this won't be picked up until the next operational day.

Age Group

For children in Reception through to Year 6 (4-11 years) in the academic year 2021-2022.

About the Holiday Club

The morning session will start with a breakfast for those who would like it. Breakfast will be available from 8.30 to 9.30am each day.

Each day of the holiday club will support developing the children's personal, social and emotional development as well as broadening their knowledge and skills. There will be a variety of activities for the children to participate in including team sports, a mini-Olympics; bug hunting, art and design, crafts, making music, cinema, science experiments and storytelling. There will also be free play opportunities where the children can make their own choices about the activities they wish to take part in, for example, playing a board game, reading a book, climbing the trim trail or colouring.

As part of the holiday club, a daily cookery session will be offered, whereby the children will prepare their own lunch and design a recipe card to take home along with ingredients for them to recreate the dish at home. This will give the children an opportunity to try different healthy foods, continue their learning at home as well as encouraging parents to be involved. We promote independence by encouraging the children to set up for their own meals/snacks and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is always available. Individual dietary requirements and parental preferences are met whenever possible. We recognise the importance of healthy nutrition for children which is delivered in a calm, friendly setting. We never force children to eat, but will always do our best to encourage them. During meal/snack times we request that children remain seated at the table.

As part of the afternoon session a light snack such as a wrap will be served, this will be served after 4.00pm.

Children are requested not to bring their own toys and games into the club.

Arrival

Entry to Cedars Holiday Club is via our designated secure entrance which is through the side gate entrance to the playground next to the staff car park. This can be found at the back of the school. Children should be dropped off at the door. A register is taken each morning.

Session Fees & Payments

Morning sessions (9.00am-1.00pm) are £12.50 per session. Afternoon sessions (1.00pm-5.00pm) are £12.50 per session. Wrap around care (8.00-8.30am and 5.00-5.30pm) is an additional cost of £3.00. All prices are per child.

All places must be booked through the school office and any non-attendance will still be charged; this includes absence due to illness. No refunds will be given. Credit will be given if school is closed due to unforeseen circumstances, e.g. snow days. We do appreciate if parents/carers can inform us if their child will not be attending.

Bookings and Payment Structure for Holiday Club

- Sessions are booked by contacting the School Office.
- All booking must be made by **midday on Friday 15th July 2022.**
- Bookings will be invoiced on ParentPay.
- Payment can also be made using Child Care Vouchers and the Childcare Tax Credit scheme. Please note that childcare voucher payments can take more than a week to be received from your provider.
- Bookings are only secured once payment has been received. If payment is not received within 24 hours of the booking the place(s) will be released.
- Children may attend as many sessions as they would like each week providing there are places available.

Collection Procedures

If someone other than the adults listed on the registration form will be collecting your child/ren, you must inform the Holiday Club giving the full name of the person collecting.

If you are late on more than one occasion you will incur an additional fee towards staffing costs, which will take account of staff overtime and running costs. The

late fee charge will be: £5.00 for the first 15 minutes then £10.00 for every 15 minutes after that per child.

Registration Details

All parents/carers are required to complete a registration form prior to their child attending Holiday Club. Please make sure that you keep us up to date with any change of details.

Policies & Procedures

The Holiday Club operates under School policies and procedures including Safeguarding and Child Protection, copies of which are held in the School Office and are available for parents/carers to see on request.

Accidents/Incidents

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and a first aid kit is kept in the clubs. An individual accident form is held at the clubs on which we record all minor accidents. This will be shown to the parent/carer upon collection and they will be asked to sign it to confirm knowledge of the accident and any treatment given. In the case of a more serious accident, appropriate action will be taken and parents/carers informed immediately. If your child needs hospital/doctor treatment and the emergency contacts cannot be reached then a member of staff will accompany your child.

Medical Conditions

Parents are requested to provide up to date medical information of their child's condition and provide any medication that the child may need whilst attending Holiday Club. This medication will be stored in the club building. A Medical Consent Form will be required to be completed.

Illness

If your child/children are unable to attend due to an illness please can you notify the Holiday Club that they will not be attending. Any child with a stomach upset is asked not to attend for at least 48 hours. If your child is ill whilst at club, we will contact you and you will be requested to arrange immediate collection.

Equal Opportunities

Cedars Primary School and Nursery are committed to equal opportunities. All children will be made to feel welcome and given the opportunity to participate in the play opportunities provided. All children irrespective of gender, background, cultural, disability or racial origin have equal access to the play opportunities provided at the clubs.

Attitudes and Behaviour

Children are expected to follow 'The Cedars' Way' whilst at the Holiday Club. These are displayed for the children to see. To encourage and promote good behaviour and to reward all forms of social achievement we seek to make effective use of a clear and structured system of rewards. This enables children's successes to be communicated to all parents, children and staff.

Sanctions come into play when dialogue and positive reinforcement have failed. It is essential that sanctions are used sparingly in a structured, thoughtful way which is transparently fair and consistent.

Pledge to Parents/Carers

We value our relationship with parents/carers and are committed to working in partnership with you to provide high 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.
- share and discuss your child's achievements, experiences, progress, and friendships.
- be available to discuss decisions about running the club.
- listen to your views and concerns to ensure that we continue to meet your needs.

