



HOLIDAY CLUBS



Holiday Clubs Information

- All lead staff in Play Club are qualified to NVQ Level 3 standards and have many years' experience in the field.
- In Sports Activities Club, senior staff will be suitably qualified and have many years' experience in a wide range of sporting activities.
- Children should arrive no later than 9.15am.
- We ask that parents and carers are prompt when collecting their child or children at the end of the day, either 16.30 or 17.30.
- Parents and carers must sign their child or children in and out of Play Club.
- If your child is to be collected by a different adult, please inform the member of staff when signing them in. If the person has not collected before, a password will be issued.
- Fire Evacuation Drill will take place during each Holiday Club.
- All activities and practical experiences will be fully supervised.
- Children who attend Nursery will not take part in swimming activities.
- Parents of children who have special needs should advise the School of these needs at least 10 working days prior to their child attending so that representatives of the school can discuss requirements and suitable support can be put in place. Parents of children who require 1:1 support will be charged extra.
- Parent/carers must inform staff each day if children are not attending Holiday club for any reason.
- In accordance with our Holiday Club policies, children who have been sick or had diarrhoea should not attend Holiday Club until at least 48 hours after their last bout.

Holiday Clubs Charges

	TIMES	COST
Holiday Club Day	08.00 – 16.30	£25.00
Holiday Club Day & Aftercare	08.00 – 17.30	£30.00
Additional charge made for every 10 minutes beyond 17.30		£10

Registration Forms and Full payment must be made prior to the first day of the Holiday Club.

Children will no longer be able to be registered on the day.

Children in Year 7 and above are no longer eligible for enrolment onto this scheme.

Ways to Pay:

Cash – NO LONGER ACCEPTED

Cheque - made payable to Coventry School Foundation.

Childcare vouchers - may be used as full or part payment of charges. (When using vouchers, booking must be made at least one week prior to the start of the holiday.) **We are known as Bright Futures Nursery with most voucher providers.**

Credit/Debit Card – Please complete a “Card payment form”

Holiday Clubs Contacts

Should you need to contact a member of staff during Holiday Clubs hours please see below:

<p>PLAY CLUB Telephone Numbers: Early Years Centre 02476271326 Mrs Natasha Cagribay 07592547424 (mobile) Email: Mrs Natasha Cagribay Cagribayn@khps.co.uk</p>	
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ay Club and Sports Activities are administered by Holiday Clubs, KHPS, Swallows Campus, Kenilworth Road, Coventry CV3 6PT





HOLIDAY CLUBS



Key Activities at our Summer Play Club

Week One - Monday 9th July - Friday 13th July

Fairy Tales Making Magic Genie Keyrings, Foam Trolls, Dragon Gliders, Magnets and Fairy Tale Costumes.

Week Two - Monday 16th July - Friday 20th July

At The Sea Making Wooden Boats, Window Decorations, Polystyrene Fish, Ice Cream Cone Cakes and Flip Flop Sun Catchers

Week Three - Monday 23rd July - Friday 27th July

Animals Making Jungle Animal Crowns, Pig Magnets, Exotic Bird Finger Puppets, Butterfly Cakes and Scratch Art Magnets.

Week Four - Monday 30th July - Friday 3rd August

Pirates Making Pirate Masks, Painting Swords, Pirate Scratch Art, Making Key Rings and Dressing up as a Pirate.





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Week Five - Monday 6th August - Friday 10th August

Space

Making Solar System Scratch Art, Rocket Gliders, Space Biscuits, Dotty Art Space Pictures and Alien Monster Biff Bats.

Week Six - Monday 13th August - Friday 17th August

Food

Making Summer Fruit Kebabs, Cheese Straws, Rocky Road Bites, Pizzas and Fruity Flapjacks.

Play Club Activities – always available

Table top toys, large construction and action figures

Puzzles

Cutting and sticking

Computer Activities

Outdoor play

Swimming from Reception Year upwards

Games

Play dough

Free Painting

Soft Play

Sports Activities

What to Bring on the Day (Please ensure that your child is in by 9.15 a.m.)

A morning snack and packed lunch including a drink. **Please note that no nuts, sesame seeds or kiwi fruit should be brought to Holiday Club.**

Swimming kit, including a towel and swim cap (NOT NURSERY CHILDREN)

Suitable footwear for activities.

Sun cream and sun hat.

Handheld games can be brought to Holiday Club, however, they are the responsibility of your child and Holiday Club will not be liable for loss or damage.

Completed Medical Form (if applicable).





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SUMMER PLAY CLUB NURSERY TO YEAR 2

Booking Form

Please indicate which sessions are required.

Child's Name.....

Current School

Year.....

DATE	8.00AM - 4.30PM £25.00	8.00AM - 5.30PM £30.00	COST PER DAY
Week One - Monday 9th July - Friday 13th July 2018			
Monday 9 th July 2018			
Tuesday 10 th July 2018			
Wednesday 11 th July 2018			
Thursday 12 th July 2018			
Friday 13 th July 2018			
Week Two - Monday 16th July - Friday 20th July 2018			
Monday 16 th July 2018			
Tuesday 17 th July 2018			
Wednesday 18 th July 2018			
Thursday 19 th July 2018			
Friday 20 th July 2018			





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Week Three - Monday 23rd July - Friday 27th July 2018			
Monday 23 rd July 2018			
Tuesday 24 th July 2018			
Wednesday 25 th July 2018			
Thursday 26 th July 2018			
Friday 27 th July 2018			
SUB TOTAL			

Booking Form

Please indicate which sessions are required.

Child's Name.....

Current School

Year.....

DATE	8.00AM - 4.30PM £25.00	8.00AM - 5.30PM £30.00	COST PER DAY
Week Four - Monday 30th August - Friday 3rd August 2018			
Monday 30 th July 2018			
Tuesday 31 st July 2018			
Wednesday 1 st August 2018			
Thursday 2 nd August 2018			
Friday 3 rd August 2018			





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Week Five - Monday 6th August - Friday 10th August 2018			
Monday 6 th August 2018			
Tuesday 7 th August 2018			
Wednesday 8 th August 2018			
Thursday 9 th August 2018			
Friday 10 th August 2018			
Week Six - Monday 13th August - Friday 17th August 2018			
Monday 13 th August 2018			
Tuesday 14 th August 2018			
Wednesday 15 th August 2018			
Thursday 16 th August 2018			
Friday 17 th August 2018			
SUB TOTAL			





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Please tick method of payment:

CASH NO LONGER ACCEPTED

CREDIT/DEBIT CARD -Please complete a “Card Payment Form”

CHEQUE - made payable to Coventry School Foundation. Please write your child’s name and dates booked for Play Club on the reverse.

CHILD CARE VOUCHER (Booking to be made at least one week prior to the start of the holiday using this method.)

Name of voucher provider.....

All bookings must be paid for in advance and returned with the Booking and Enrolment Forms by Thursday 5th July to:

Holiday Clubs
King Henry VIII Preparatory School
Swallows Campus
Kenilworth Road
Coventry
CV3 6PT

Signed (Parent or Carer)..... Date

The organisers reserve the right to cancel dates up to two weeks before if the numbers do not reach the minimum requirements, in which case a full refund of fees will be made. Coventry School Foundation does not insure pupils against illness, theft or loss of personal effects. However the foundation has cover in respect of normal claims arising under the terms of its Public Liability Policy.

Refunds will only be considered due to serious illness or injury and when supported by a Doctor’s note. Similarly, payments for bookings may not be credited or transferred to future Holiday Clubs.

(Early Years Registration Number: EY249062)





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Enrolment Form

Please complete this form in BLOCK CAPITALS for the person attending.

Child Details

Parent or Carer Details

Name

Name

Date of Birth

Address

Gender

.....

School

.....

Current School Year.....

Email.....

Doctor

Mobile Tel.....

Surgery

Home Tel.....

Tel.

Work Tel.....

Emergency Contacts

We require at least two alternatives to the parent/carer's contact details

Name

Contact Number

Relationship to child

.....

.....

.....

.....

Medical and Behaviour Information

See separate sheet for

medication details:

Please inform us of any relevant medical or behaviour information e.g. allergies, dietary problems, history of difficult behaviour, ADHD, toilet requirements (use separate sheet if necessary).

I give permission for my child to receive urgent medical treatments YES/NO

If there are any treatments you wish your child not to receive, please specify them here:

PARENTAL CONSENT

YES/NO I give permission for my child to be included in promotional photographs (which may be taken at Holiday Clubs).

YES/NO I give permission for my child to be taken between sites (Swallows and Hales) by minibus or on foot.

YES/NO I give permission for my child to participate in swimming sessions.

Swimming Ability:

- New to swimming
- Swim at least 10m unaided front and back
- Swim at least 25m on front and back and tread water for 2 mins
- Requires arm bands/body belt

Swimming is not available to Nursery children.

Signed (Parent or Carer)

Date

.....





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Medication Form (to be completed if applicable)

Please complete this form in BLOCK CAPITALS for the person attending.
Please present this completed on the first day of Holiday Club (do not return by post).

Important Notes

- No medication can be given without the parent's permission and signature.
- All medication must be prescribed by a doctor and is to be clearly labelled with the name of child and if refrigeration is required.

Details of Pupil

Surname Forename..... DOB.....

Address.....

Condition or illness.....

Medication Authorisation

Type of Medication..... Date dispensed.....

Number of days required.....

Dosage..... Timing..... Special Precautions.....

Side Effects..... Procedures to take in an Emergency.....

I understand that I must deliver the medication personally to the Manager and accept this is a service which the school is not obliged to undertake.

Signed (Parent or Carer)..... Date

Relationship to Pupil..... Daytime Telephone Number.....

Medication Record: To be completed during the day and signed by the parent/carer at the end of each day.

DATE	MEDICATION	DOSAGE	TIME	ADMINISTERED BY	PARENT/CARER SIGNATURE





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Credit/Debit Card 2017/18

Name(Mr/Mrs/Miss/Ms) _____

Address _____

Post Code _____

Contact Tel No: _____

Pupil/s Name/s _____ School: _____

Fee Invoice No _____ Amount Payable: £ _____

Trip Name/
Bus Pass/
Exam Entry/A N Other _____ Amount Payable £ _____

Ledger Codes _____ Receipt requested

TOP SECTION TO BE RETAINED BY CSF AS RECORD OF PAYMENT



Please Debit my:

Debit Card Credit Card Receipt (if requested)

Master Card Visa Switch

Fee / Payment: £ _____

Switch Issue No.												
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Credit Card Number/Switch Number _____ Security Number(last 3 digits)

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Expiry Date: _____

Maestro Start Date: _____

BOTTOM SECTION TO BE DESTROYED ONCE PAYMENT HAS BEEN PROCESSED

