



Ladybird Holiday Club



Parent's Guide & Introduction to the 'HOLIDAY CLUB'

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Ladybird Holiday Club



Contents Page

	Page No.
Introduction	3
Admissions Policy	3
Fees	3 - 4
Booking & Cancellation Policy	4 - 5
Lunch Club	5
Procedures for Dropping Off/Picking Up	5 - 6
Children in Nappies/Potty Training	6
Illness	7
Clothing & Safety	7
Telephone Number	7
Toys, Bikes & Scooters	7
Disabled Parking	8
Worries, Concerns & Problems	8



Ladybird Holiday Club



1. INTRODUCTION

The Ladybird Holiday Club is open to children from the age of 3 years to 7 years and is one of the few holiday schemes catering for both pre-school and school aged children.

We are very fortunate to be able to take advantage of Russell Lower School's infrastructure, which includes vast outdoor areas such as the playing field, large tarmac area (suitable for bikes & scooters), log play area, wooden walkway and the school's 'Nathan's Nature Garden', where the children can do pond dipping (under strict supervision of course!).

Within the building, we have four classrooms where we set up facilities for the different age groups – (3 - 5 years and 5 - 7 years). The children are also able to make use of our outdoor area, which is covered by our 'canopy' providing a large shaded area in front of the portacabin. Weather permitting, we will be running a lot of activities outdoors.

During the Holiday Club, we offer different themed activities for each individual week. Indoor activities will include games, construction, role-play, arts & crafts, cookery, show & tell, music, dancing and much more. Outdoor activities will include sports, climbing frame, pirate ship, nature trail, water play, sand play, gardening club, obstacle course, parachute play, painting sessions, pond dipping (under strict supervision!) and much more.

2. ADMISSIONS POLICY

The 'Holiday Club' is run on a 'first-come – first-served' basis. Children are admitted from the age of 3 years to 7 years.

Our sessions run as follows:

Monday to Friday:	Morning	–	9.00am to 12.00pm
	Afternoon	–	1.00pm to 4.00pm
	'Lunch Club'	–	12.00pm to 1.00pm

during the October half-term, the February half-term, the first week of the Easter holidays and the first three (full) weeks of the Summer holidays.

3. FEES

You have a choice of how long you would like your child to attend the 'Holiday Club' for, as follows:

Single Session	9am – 12pm=	£13.00 (AM Session)
Lunch Club	12pm – 1pm=	£ 4.35
Single Session	1pm – 4pm =	£13.00 (PM Session)
Single Session + Lunch Club	9am – 1pm =	£17.35
Single Session + Lunch Club	12pm - 4pm =	£17.35
All Day	9am – 4pm =	£30.35
Sibling Discount – full day only	=	£27.75 (saving of £2.60 on the day rate)
Weekly Discount - full days only	=	£26.00 (saving of £4.35 per day – Lunch Clubs are free)



Ladybird Holiday Club



FEES cont'd...

A non-refundable deposit must be paid at the time of booking the Holiday Club either in **cash** (please note we don't accept cheques) to Ladybird Pre-School, Russell Lower School, Queens Road, Ampthill Beds MK45 2TD or via **BACs transfer**. Our account number is 45156468, sort code 60-01-16 giving your **child's name** as the reference.

With the introduction of the extended 30 hours NEF funding, you are now able to put any 'left over' funded hours towards the Holiday Clubs, provided your child is at the setting. Any funded hours used, cannot be carried over to pay for sessions at the next Holiday Club in case of cancellations, **unless both Holiday Clubs fall under the same funding period**. No refunds or credits are given for sessions paid via NEF funded hours. Funded hours must be used up during the duration of each funding period. The following funding periods apply to the different Holiday Clubs:

Period 1	Autumn Term	October Holiday Club
Period 2	Spring Term	February Holiday Club
Period 3	Summer Term	Easter Holiday Club
		Summer Holiday Club

Please ensure that you have completed a **Permission Form** and an **Admissions Form** *before* your child attends their first session at the Ladybird Holiday Club. These forms will be sent out to you in advance by the Holiday Club Co-Ordinator. If you would like to contact our Holiday Club Co-Ordinator, please call 01525 406 703 Tuesdays and Wednesdays from 9.00am – 1.00pm. Alternatively you can either leave a message on our answering machine and she/he will contact you asap or drop us an email at the address above.

4. BOOKING & CANCELLATION POLICY

Please be advised that we require a non-refundable deposit with any bookings to secure the Holiday Club sessions you require for your child/children with balances to be paid:

a) For bookings up to £70.50

- Full amount due with the booking please

b) For bookings over £70.50 up to £200.00

- a non-refundable deposit of 1/2 of the total fees for up to £200.00 with the booking
- balance of the remaining 1/2 of fees 4 weeks before the start of the Holiday Club

c) For bookings over £200.00

- a non-refundable deposit of 1/3 of the total fees over £200.00 with the booking
- a further 1/3 of the total fees 6 weeks before the start of the Holiday Club
- balance of the remaining 1/3 of total fees 4 weeks before the start of the Holiday Club



Ladybird Holiday Club



BOOKINGS & CANCELLATION POLICY cont'd...

For any bookings less than 4 weeks before the start of the Holiday Club, please be advised that the full amount will need to be paid with the booking to secure the sessions.

Bookings may be cancelled or altered, and you will receive a 'credit', which can be used for any subsequent Holiday Club booking, provided the booking is made within 12 months. From one week before the start of the Holiday Club and during the week(s) of the Holiday Club no credits will be allowed. If your child is sick and does not attend, you will still need to pay for the session.

In case of changes from the original booking, please be advised that weekly and sibling discounts may no longer apply. You may book your child in for additional sessions – space permitting – during the Holiday Club week(s). **Payment is due in cash in advance of the session(s) please.**

You can put some of your NEF funded hours towards paying for the Holiday Club sessions. Any funded hours used, cannot be carried over to pay for sessions at the next Holiday Club in case of cancellations, **unless both Holiday Clubs fall under the same funding period.** No refunds or credits are given for sessions paid via NEF funded hours. Funded hours must be used up during the duration of each funding period.

We admit children from the age of 3 to 7 years and the different age groups are catered for with age-appropriate activities.

5. LUNCH CLUB

Your child will be able to attend the Lunch Club by either staying for lunch after the morning session, attending the Lunch Club followed by the afternoon session, or by staying at the Holiday Club all day. Your child will need to bring in a packed lunch please.

6. PROCEDURES FOR DROPPING OFF/PICKING UP

The main door will be opened approximately 5 minutes before the start of each session.

Please sign your child 'in' in the book, provided by the entrance.

If your child attends the Lunch Club, please hand your child's lunch box to the member of staff 'on duty' on the way in.

Please inform the member of staff if anyone, **other than yourself**, will be collecting your child at the end of the Holiday Club session, and **write these arrangements** in the last column next to your child's 'signing-in book'.



Ladybird Holiday Club



PROCEDURES FOR DROPPING OFF/PICKING UP cont'd...

For safety and security reasons, once all of the parents/carers have left, the main doors are locked. Should you need to return before the end of the Holiday Club session please knock on the middle door. If the children are playing outside, a member of the team will unlock the gate for you. At collection time the middle door is opened by a member of staff to let the parents/carers back into the building.

Please sign your child 'out' in the book provided before leaving.

We operate a password system for collecting your child. If we do NOT know the person collecting your child, she/he will need to inform us of your chosen **password** when picking your child up.

PROCEDURES FOR DROPPING OFF/PICKING UP cont'd

This also applies if the person collecting your child IS known to us (e.g. another parent). If your arrangements for collecting your child have changed for any reasons at the last minute (e.g. you are delayed) and these arrangements have NOT been written in the Signing In/Out book, then the person collecting your child will need to inform the Ladybird Holiday Club Staff of your password. In addition, we would ask you to please inform us by telephone as to who will be collecting your child in such a situation.

We regularly review our risk assessment measures within our setting. You are asked to provide us with your chosen password in the **Permission Form** you are asked to sign, which is sent out to you in your child's Information Pack before he/she joins the Ladybird Holiday Club.

7. CHILDREN IN NAPPIES/POTTY TRAINING

At Ladybird, we welcome children who are in nappies or pull-ups, are undergoing potty training or are fully potty trained. If your child is wearing nappies/pull-ups when attending the Holiday Club, we keep records in our notebook detailing any nappy changes that have taken place during the session(s).

We are very happy to work alongside parents/carers, who are in the throes of potty training their children. If your child is used to using a potty, you are welcome to bring it in for him/her to use at the Holiday Club.

Our toilets are low-level child-sized ones, so children have no problems in using them with or without assistance. Please remember to dress your child in clothes that he/she is able to open easily when using the toilets. Older children can use the adult-sized disabled toilet.



Ladybird Holiday Club



8. ILLNESS

Please do not send an unwell child to the Holiday Club. If your child has sickness or diarrhoea, please keep him/her away from the setting for at least 48 hours after the illness subsides. In the event of your child becoming unwell during a session, the staff will endeavour to contact you by telephone. Should there be an emergency involving your child whilst he/she is at the Holiday Club, we will – if necessary -I contact the emergency services prior to contacting you.

9. CLOTHING & SAFETY

Jewellery should not be worn in case it gets lost or broken. Stud earrings may only be worn if your child's ears are pierced.

We provide aprons for messy play and cooking.

Where possible, the children will have the opportunity to play outside. Please ensure that they have appropriate clothing with them to cover this. During the summer months, please ensure that your child has sun cream applied before the start of a session, and they have a hat available. Refreshments are provided, and we, therefore, request that you do not give your child a drink or snack to eat during the Holiday Club sessions.

Please advise the Holiday Club Leader if your child has any food allergies or intolerances.

10. TELEPHONE NUMBER

The telephone number for the setting – during session times only – is 01525 406 703. If the answering machine is on, please leave a message and a member of staff will call back as soon as possible.

11. TOYS, BIKES & SCOOTERS

Please note that the Holiday Club cannot take responsibility for the damage or loss of any toys children bring to the Holiday Club.

There is a large tarmac area in the school grounds suitable for riding scooters and bikes. Children are very welcome to bring their bikes and scooters to the Holiday Club. Again, Ladybird cannot take any responsibility for any damage or loss. If your child is bringing his/her bike, can you please ensure that he/she also brings in his/her helmet.



Ladybird Holiday Club



12. DISABLED PARKING

Ladybird has one disabled car parking space in the staff school car park, entrance on Saunders Piece – please ask for details. There is plenty of parking in the roads adjoining the school premises.

13. WORRIES, CONCERNS & PROBLEMS

Should you or your child have any concerns regarding your child or the running of the Ladybird Holiday Club, please do not hesitate to speak in the first instance to a member of staff. Alternatively, please contact any of the directors. We will be happy to arrange a mutually convenient time to talk about any concerns. A copy of the Ladybird Holiday Club Operational Policies is always available, should you wish to see them. Please ask a member of staff.

We hope that your child enjoys his/her stay at the Ladybird Holiday Club and we will do everything in our powers to make it a happy and enjoyable experience for child and parent/carer alike.

Ladybird Holiday Club

January 2021

**October Half-Term
(half-term week)**



**February Half-Term
(half-term week)**



**Easter Holidays
(1st week only)**



**Summer Holidays
(first 3 full weeks)**

