



Ladybird Holiday Club



Ladybird Forest Pre-School HOLIDAY CLUB

Parent and Carer's Guide

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Ladybird Holiday Club



Contents Page

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



Ladybird Holiday Club



1. INTRODUCTION

The Ladybird Holiday Club is open to children from the age of 3 years to 7 years and caters for both pre-school and school aged children.

Children are able to make use of our indoor and outdoor areas throughout the day. The outdoor area is covered by our 'canopy' providing a large shaded area in front of the portacabin. Weather permitting, we run activities outdoors.

During the Holiday Club, we offer different themed activities for each day. Indoor activities will include games, construction, role-play, arts & crafts, cookery, show & tell, music, dancing and much more. Children may watch part of a movie during the afternoon session. 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
- Lunch Club - 12.00pm to 1.00pm
- Afternoon - 1.00pm to 4.00pm

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

We also run a Party from 4.15pm until 5.45pm on the Thursday of a Holiday Club, or the 2nd Thursday, during the Summer Holiday Club.

Please ensure that you have completed a Holiday Club Childcare Registration 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.

3. FEES

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

Session	Fee
Morning	£15.00
Lunch Club	£4.50
Afternoon	£15.00
Sibling Discount	£30.00 per child, per day (applicable for full day bookings only)
Weekly Discount	£30.00 per day (applicable for full day bookings only)



Ladybird Holiday Club



Party	£7.50 (if your child is only attending the Party) £8.00 (if your child is also attending the Thursday afternoon session)
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Nursery Education Funding:

You may be able to use leftover 3 & 4 year old funding, and 2 year old funding to pay 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. Please be advised that the Party cannot be paid for via funding.

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

4. BOOKING & CANCELLATION POLICY

We require payment in full in order to secure your child's place at our Holiday Club. When your booking request has been accepted, please make a BACs transfer: account number 45156468, sort code 60-01-16 giving your child's name as the reference. We also accept childcare vouchers and cash payments - please ask for a receipt.

If you have any queries please contact admin@ladybirdpre-school.org.uk or 01525 406 703. 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 advance of attending additional session(s).

5. LUNCH CLUB AND SNACKS

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 named packed lunch, which should not contain nuts or nut products. If your child is attending an Afternoon session, please also bring a treat, to be enjoyed while the children watch part of a movie.



Ladybird Holiday Club



6. PROCEDURES FOR DROPPING OFF/PICKING UP

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

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

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'.

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.

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 Childcare Registration Form.

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. Please remember to dress your child in clothes that he/she is able to open easily when using the toilets..

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.



Ladybird Holiday Club



Should there be an emergency involving your child whilst he/she is at the Holiday Club, we will - if necessary - 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.

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 and water bottle available.

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

10. 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.

11. 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.

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

September 2023