



Ladybird Holiday Club



Parents and Carers' Guide

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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.

We offer different themed activities for each day. Indoor activities include games, construction, role-play, arts & crafts, cookery, music, dancing and much more. Children watch a movie during the afternoon. Outdoor activities include sports, water play, sand play, games, parachute play, and colouring.

ADMISSIONS POLICY

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 from Monday to Friday:

- 8.00am to 4.00pm
- 9.00am - 3.30pm
- 9.00am - 1.00pm

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.

FEES

The current prices for the sessions are as follows:

Early Bird rates (until 2 weeks before the start of each Club):

Session	Fee
8.00am - 4.00pm	£40.00
9.00am - 3.30pm	£32.50
9.00am - 1.00pm	£20.00
Sibling Discount	8.00am - 4.00pm: £35.00 9.00am - 3.30pm: £30.00 Per child, per day
Weekly Discount	8.00am - 4.00pm: £35.00 9.00am - 3.30pm: £30.00 Per child, per day

Rates (from 2 weeks before start of each Club):

Session	Fee
8.00am - 4.00pm	£42.00
9.00am - 3.30pm	£34.50
9.00am - 1.00pm	£21.00
Sibling Discount	8.00am - 4.00pm: £37.00 9.00am - 3.30pm: £32.00 Per child, per day
Weekly Discount	8.00am - 4.00pm: £37.00 9.00am - 3.30pm: £32.00 Per child, per day

BOOKING & CANCELLATION POLICY

To book a place, please complete the relevant booking form on our website: <https://ladybirdpre-school.org.uk/holiday-club/> or as advised by the Holiday Club Co-ordinator.

If your child has been allocated a space at the Holiday Club, you'll be sent a Holiday Club Childcare Registration Form and an invoice. We keep separate records from the Pre-School, and so you'll need to complete the form, even if your child attends the Pre-School. You will only need to complete the form once, unless your child's details change.

The invoice which is payable in full in order to secure your child's place at our Holiday Club. Payments can be made online to:

- Ladybird Forest Pre-School
- Account number 45461252
- Sort Code 60-01-16

Please give your child's name as the reference. We also accept payments from your government tax-free childcare account and through existing childcare voucher schemes.

If your child attends Ladybird Forest Pre-School and has "stretched" funding, you will be able to use your weekly entitlement of funded hours towards the cost of the holiday club.

If you have any queries please contact admin@ladybirdpre-school.org.uk or 01525 406703.

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 two weeks 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).

LUNCH CLUB AND SNACKS

Your child will be able to attend the Lunch Club by either staying for lunch after the morning 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, or popcorn. Please bring a named water bottle, and a packet of crisps (Not Wotsits) or mini cheddars for the movie. Unfortunately, we are not able to refrigerate or reheat any child's food.

Please ensure that you have indicated on the Child Registration form details of any food allergies, dietary requirements or intolerances.

PROCEDURES FOR DROPPING OFF/PICKING UP

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

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

Please inform the member of staff if anyone, other than yourself, will be collecting your child at the end of the Holiday Club session. 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 up your child. 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, we would ask you to please inform us by telephone as to who will be collecting your child.

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.

CHILDREN IN NAPPIES/POTTY TRAINING

At the Holiday Club, we welcome children who are fully potty trained, rather than in nappies / pull ups, unless there is a medical reason for this.

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

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 - contact the emergency services prior to contacting you.

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.

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 parking in the roads adjoining the school premises.

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. We will be happy to arrange a mutually convenient time to talk about any concerns.

We hope that your child enjoys their time at the Ladybird Holiday Club.

Ladybird Holiday Club

September 2026