



## **HOLIDAY INFORMATION LEAFLET**

### **About the Funclub**

Funclubs & Funcare Ltd provides before and after school care for children attending St Peters, Rossett Acre, Oatlands, Highfield and Pannal primary schools. All these Funclubs come together during the school holidays to offer school holiday care for children from any school between the ages of 4 to 11 years old.

### **Our Aim**

- To provide a fun, caring, happy, stimulating and safe environment for children and staff, before and after school and during school holidays.
- To offer a wide and interesting range of different activities which will allow children to use their energies constructively, to learn and to relax when needed.
- To provide parents with a stress-free, reliable, open and honest service, with as much flexibility as possible.
- To work with the school towards mutual goals and co-operate with any special arrangements wherever possible.

It is our policy to help all children to develop a positive self-image, confidence and independence together with a respect and understanding of other children and adults, regardless of their colour, race, religion, special needs or gender.

### **Highly motivated and qualified staff**

The Funclub is run by a fully qualified management team, made up of the managers from all Funclubs, together with a team of enthusiastic and caring staff. All staff are cleared by the Disclosure and Barring Service (DBS) and OFSTED to work with children.

### **Registration**

The Funclub is registered with OFSTED on the Early Years Register, reference EY 47 58 27. We are members of the 4children Network.



### **What we do**

Holidays are carefully planned in advance to ensure fun, varied care with at least two or three outings each week.

We offer a core selection of activities which includes; loads of varied arts and crafts, puppet shows, dressing up and role play, construction, model making, reading, music, quizzes, jigsaws and games. We encourage lots of outdoor time too, with football, cricket, parachute games, skipping, bat and ball games, obstacle races and other physical activities.

Alongside this we also do topic days taking suggestions from the children and cultural events i.e Easter, Christmas, Chinese New Year, Divali and team challenges such as master chef, bake off and young apprentice. We also put on drama and dance workshops, Funclubs got talent shows and have karaoke, quiz show games and party days.

### **Outings**

We like to go out off the school site regularly to make the holidays even more varied and fun. For this we often go by foot but also use public transport and coaches. Examples of outings would be play parks, Valley Gardens, Cinema, Knaresborough, local woodland walks and adventure trails. We also travel further afield during the summer months to the seaside, farm parks and to various other exciting locations by coach.

### **What you need to know**

We want to have loads of fun in the holidays and send your children home at the end of the day happy and totally exhausted, in order for this to happen we are asking that you follow these few requests.

#### **No electronics or toys**

Nothing with a camera is to be brought or used at Funclub. We don't want any of your child's precious items getting lost or broken, there is loads to do here so no need for toys from home.

#### **Suitable clothing for the trip and weather**

With the great British weather and the fact that we like to have fun and sometimes get muddy we ask that your child doesn't come in their best clothes and shoes!

Please bring wellies or good walking boots/shoes

Waterproofs and warm layers of clothing

Full spare change of clothes (just in-case)



### **Provisions (Food & Drink)**

In the morning we provide a drink, fruit, toast and cereals, not to replace breakfast, but as a little extra for children who arrive early.

**For lunch children are asked to bring a healthy packed lunch from home. (please note we have a no nuts policy)**

Around 4pm we provide a healthy light snack with salad or fruit; this is not to replace an evening meal but to provide a snack for hungry children.

### **Hours**

Holiday open times           7.30am to 6.00pm

Funclub is closed on bank holidays and the period between Christmas and New Year.

We want to go out and pack in as much fun as possible to each and everyday, so please arrive by 9am and stay until 3pm so we can make the most of the time we have. If you arrive after 9.30am we may have left the premises so you will have to give us a call and catch us up!

During the summer holiday we go on a few full day trips further afield, on these days please arrive by 8.15am and stay until 5.15pm.

### **Fees from September 2016**

Holiday part day           (9.00am - 3.00pm)                   £23.00

Holiday full day           (7.30am - 6.00pm)                   £28.00

A 10% discount is available for siblings attending the same session as their full paying brother or sister.

Holiday sessions are non-refundable but maybe swapped to different days in the same holiday if there is availability.

Late collection fees apply if you fail to collect your child within the booked time: £10.00 after 6.00pm then an additional £5.00 per 15mins after 6:30pm.

Payment directly into our account is preferred, our details are:

Bank: Santander, account name: Funclubs Ltd, sort code: 09-01-28, account number: 55736384

If you make direct payments please use the reference:

HOLS Child's initial and child's surname

We also take childcare vouchers and cheques (payable to 'Funclubs Ltd').

### **Admissions**

Holiday bookings can be made by email: [holidays@funcare.co.uk](mailto:holidays@funcare.co.uk) or by booking form, payment must be received before the session is confirmed. Bookings will be allocated on a first come first served basis. We can only take children once they have started primary school.



### **Dropping-off and collecting your child**

If any person other than the usual carer is collecting your child we must be informed beforehand. The person collecting must be known to the child and will be asked to provide identification or a password.

Please note that our insurance does not cover your child before 7.30am or after 6pm. Children must not be dropped off before this time, or collected later than 6pm.

### **Safeguarding Children**

Please note that if we have any concerns about your child's development, welfare or safety, we will speak to you immediately. We are required to keep records of these concerns and when we feel it necessary, the advice of other professionals will be sought (in accordance with our policy). All matters will always be dealt with in consultation with parents/carers and in the strictest confidence.

### **Complaints Procedure**

If you have any cause for concern you should in the first instance take it up with the Funclub Manager. We would always hope that any concerns a parent/carers may have would be raised and dealt with by negotiation and discussion between parent/carers and the appropriate staff at the time of occurrence.

However, should the issue remain unresolved then the Funclub Manager should be contacted again formally either verbally or in writing. The manager will then investigate the complaint and try to resolve the issue speedily and appropriately contacting and informing all those involved.

If the matter cannot be resolved to the parents/carers satisfaction then they have the right to raise the matter with OFSTED at:

Ofsted,  
Piccadilly Gate,  
Store Street,  
Manchester.  
M1 2WD  
TEL: 0300 123 1231