

Other Useful Information

Swimming

Part of the daily programme may include fun swimming sessions in the pool. The Holiday Club staff and lifeguards supervise these sessions. This session is not compulsory and other activities are available to your child at this time.

Additional Holiday Activities

One Leisure St Neots also offers a wide range of other courses and activities during the school holidays. Pick up a copy of the holiday programme from reception for further information.

If you wish your child to attend any additional courses or activities on offer please speak to a member of staff when booking (note there may be an additional cost required).

Food / Lunch

Lunch is included in the price for children attending a full day at the holiday club. The club promotes healthy eating so there is a healthy menu with a variety to suit all children. Fruit and toast will also be provided as a snack for all children. Please inform the day leader of any special dietary requirements.

During February half term only, lunch is not included, therefore each child must bring a packed lunch if they are at the club during lunchtime. The lunch must not contain any glass bottles or food that needs cooking or reheating. We cannot refrigerate packed lunches so please use an ice pack to keep food chilled.

Valuables

Please do not let your child bring any items of value to the Holiday Club. The security of such items and money cannot be guaranteed by any staff and One Leisure St Neots will hold no responsibility for the loss or theft of such items.

Clothing

Please ensure that your child is dressed appropriately as clothing may get dirty. Footwear should be flat and preferably rubber soled - trainers are ideal. Swimwear must be provided for the swimming sessions. Please ensure that waterproof coats, adequate warm clothing, hats and sun cream are provided as is appropriate to the weather conditions.

Drinks / Refreshments

Please ensure your child has with them a water bottle which can be filled up throughout the day when needed. We can provide the children with water to drink.

"We aim to provide a progressive, quality and value for money service encouraging continued and frequent use by the community."



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One Leisure is managed by Huntingdonshire District Council.

If you would like a translation of this publication, a large text version or an audio version, please contact us and we will try to accommodate your needs.

All information is correct at the time of printing (01/10). We reserve the right to amend the prices and services as described within this publication. One Leisure regulations apply.

This publication is produced by the One Leisure Marketing Department.



Dr Croc's Holiday Club

USEFUL INFORMATION
FOR PARENTS/CARERS



www.oneleisure.net

Welcome

This leaflet should provide all the information you need about Dr Croc's Holiday Club. If you require further advice or information, please contact us and speak to a member of staff who will be pleased to help.

If you wish to see more detailed policies then please ask a member of staff and they will be made available for you.

What is Dr Croc's Holiday Club?

Dr Croc's Holiday Club is an exciting, fun and well established children's activity club that is run at One Leisure St Neots during all of the school holidays.

Children aged from 6 to 12 years join the experienced leaders for fun sessions including sports, games, arts and crafts, skating, discos and quizzes to ensure they never get bored.

General plan of the day

8.30am - 9.00am	- Register children *
9.00am - 11.00am	- Multi sports (Sports Hall)
11.00am - 12.00pm	- Games (Small Synthetic Pitch)
12.00pm - 1.00pm	- Swimming
1.00pm - 2.00pm	- Lunchtime
2.00pm - 3.00pm	- Tennis court activities - Themed activities
3.00pm - 4.00pm	- More sports (Outside/ Sports Hall) - Quizzes - Arts and crafts - Book corner - Lego/ jigsaws
4.00pm - 5.00pm	- Skating/ discos/ parachute games
5.00pm - 5.30pm	- TV time, children collected and sign out

* Parents may arrive with their children at any time between 8.30am and 9.00am

Our Aims & Objectives

Supervised by caring, fun and friendly adults, the club aims to create a safe, secure and fun environment where children can meet, play and socialise with others. Our club is registered with Ofsted and each session is led by a qualified activity leader.

Booking Information

Booking in advance is highly recommended to guarantee a place (full and half days are available). Due to the high demand and maximum numbers that we can accommodate, 48 hours notice must be given for all cancellations otherwise the full charge will be required.

Parents and carers are required to complete a One Card Application Form, an Admissions & Medical Form and a Dr Croc Club Registration Form on behalf of your child, prior to attendance at the Club. There is no charge to complete these forms.

Dropping Off

Parents and carers are required to accompany each child to One Leisure St Neots and must sign the appropriate attendance register in the sports hall for each child before they can be left.

Picking Up

The parent or carer nominated at the time of arrival is required to collect the child at the appropriate time. Failure to collect children on time will result in a late collection fee (£5 after 5.45pm).

Each child must be collected from the designated place and the parent or carer is required to sign the register upon collection of the children.

Under exceptional circumstances only, will One Leisure St Neots allow children to be collected by a party other than that nominated at the time of arrival.

Should this situation arise, parents are required to inform One Leisure St Neots in advance of the child being collected, who the collecting party will be. The new collecting party will need to provide the password for the child.

Child Protection

Huntingdonshire District Council recognises its responsibility to protect every person from abuse. One Leisure St Neots acknowledges itself as an important link in identifying cases where an individual needs protection.

Procedures are in place to ensure all members of staff are aware of their professional, moral and possible legal obligation to respond appropriately.

All concerns for the welfare of an individual or allegations of abuse will be reported to the relevant agency. All staff have enhanced CRB clearance.

Your Child's Welfare

One Leisure St Neots will make every effort to ensure the health, safety and well-being of every child at the Holiday Club and each child's needs will always take priority. Each child will be treated as an individual regardless of their gender, ethnic or cultural background, religion or disability. Your child will be treated with respect taking positive account of their age and ability.

The Dr Croc Club is registered with Ofsted and we can provide up to a maximum of 40 spaces.

Any parent / carer can, at any time, submit a complaint to Ofsted about any aspect of registered childcare provision. Ofsted will consider and investigate all complaints received that are in breach of the National Day Care Standards. You can write to Ofsted, Royal Exchange Buildings St Ann's Square, Manchester M2 7LA or telephone 08456 404040.

Behaviour & Discipline

Our aim is that the children learn to respect themselves, other children, adults and their surroundings with praise given at every opportunity. Care is taken to promote good behaviour as well as to challenge misbehaviour. In any case of misbehaviour, it will be made clear to the child concerned that it is the behaviour, and not the child, that is unwelcome. Staff will explain why the behaviour is unacceptable, and encourage the child concerned to say sorry.

A copy of our behaviour management and anti-bullying policy/procedure can be obtained from the Holiday Club staff.

First Aid & Medical Attention

If your child requires urgent medical attention, we will make every effort to contact the parent or carer. If for any reason we cannot make contact and it is in the child's best interest, the child may be removed from the site to the local hospital for better supervision and treatment. Please ensure that any medication your child requires is brought to the centre. All medications must be clearly labelled and given to a Holiday Club leader.

If a child becomes ill outside club hours, they should notify the club as soon as possible. The minimum exclusion for:

Diarrhoea	- 48 hours
Chicken Pox	- 7 days from when the rash first appeared
Conjunctivitis	- 24 hours or until the eyes have stopped weeping
Impetigo	- until the skin has healed

Please see our Infectious and Communicable Diseases policy for more exclusions.