



Duncombe
School

An Independent Preparatory
School and Nursery

Treetops Summer Holiday Club 2016

June 2016

Dear Parents,

We are pleased to confirm the dates for the Treetops Summer Holiday Club will be:

- Monday 18th July to Friday 22nd July 2016
- Monday 25th July to Friday 29th July 2016
- Monday 1st August to Friday 5th August 2016
- Monday 8th August to Friday 12th August 2016
- Monday 15th August to Friday 19th August 2016
- Monday 22nd August to Friday 26th August 2016

The club will be available to all Duncombe pupils currently in Treetops, plus any family members aged between 2 and 5 who might be staying with Duncombe families over the holidays. Reception Pupils are also able to participate in the Main School Summer Holiday Club activities which are suitable for their age. If you would like your child to participate in Main school activities please use the Main School Summer Holiday Club Booking Form which will clearly show which activities are suitable for Reception age children.

Activities

In Treetops we feel our children should be able to come to Holiday Club to enjoy fun activities while socialising with friends. Our team provides a variety of free-choice and structured activities for the children to take part in during the day. These activities, however, are optional and are undertaken according to the child's own choice. Although we are in the school setting, we take a relaxed approach and wish to remind you that it is not a normal school day; during the holidays our main objective is to have lots of fun! Please check the notice board during school holidays for more details on daily activities, trips and other information.

Food

We ask that children are sent to Holiday Club with adequate food for the session they are attending. We request that a fruit snack is sent in for children attending the morning session. Where bookings are for a full day, children should bring a packed lunch with them; we will provide children with a biscuit in the afternoon. We ask that lunches adhere to Duncombe's healthy eating policy and are packed with minimal "treats" and no fizzy drinks. We also would like to remind you that Duncombe is a NUT FREE school so we cannot allow "hidden nut" items such as certain cereal bars or Nutella chocolate spread. Please ensure there is no confusion by checking any labels of foods you are unsure of.

Please send your child to Holiday Club with sufficient drinks (cartons, bottles, etc). We have a very busy day and have regular refreshment breaks!

Clothing

We ask that your child's clothing is weather-appropriate and suitable for an active day; loose-fitting clothes such as t-shirts with leggings or jogging bottoms are perfect. Although we don't ask for children to wear school uniform, we do encourage you to dress your children appropriately for the activities they will take part in; no best clothes please! We can get quite mucky.

Children should also wear footwear appropriate to the activities they are taking part in.

Can we remind parents that they will need to provide a supply of nappies and wipes for their child where appropriate.

Sun Safe Guidance

In the event that there are days during the Summer Holiday when it is going to be hot and sunny, children attending the Holiday Club should come in to School with a high factor sun screen already applied. Children should bring their own supply of sun screen to School clearly named. It must not be the spray type as this could be sprayed in the child's or another child's face and eyes. Holiday Club staff will encourage the children to re-apply their sun screen themselves if they feel it is necessary during the day. Whenever possible staff will supervise children applying sunscreen. Sun hats should also be worn on hot and sunny days; if your child does not have a hat, this may prevent them from playing outside during break times and taking part in outdoor activities.

Bookings

Bookings for Holiday Club can be made immediately by completing the attached Treetops Holiday Club Booking Form. This booking form is now available electronically in "Word" format so that you are able to complete it, save it to your computer and then either print it off and hand it into the School Office or email it back to us as an attachment using the email address shown below. Please only use this email address and not the general one for the School Office for returning these forms. If you are returning the form electronically please type your name into the Parent's Signature box to confirm you accept the terms and conditions on the booking form.

wraparound@duncombe-school.co.uk

Please ensure you use one booking form per child. The closing date for all bookings is **noon on Monday 4th July 2016**; any bookings made after this date cannot be guaranteed. Please note that an administration charge may be levied for amended bookings.

Sessions & Charges

The costs of the Treetops Summer Holiday Club at Duncombe are as follows:

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|---|--------|
| • Early Bird Club from 8am to 9am including breakfast | £4.50 |
| • Holiday Club Activities from 9am to 4pm | £35.00 |
| • Holiday Club Activity Morning Only 9am to 12pm | £18.00 |
| • Holiday Club Activity Afternoon Only 1pm to 4pm | £18.00 |
| • Tea & DVD from 4pm to 6pm | £6.50 |
| • Total Daily Charge from 8am to 6pm | £46.00 |

The amount due will be added to your next term's invoice; childcare vouchers may be used to pay for the Treetops Summer Holiday Club. Please note that we reserve the right to charge £5 per five minutes for any child who has not been collected by 6.05pm.

Changes, Swaps and Additional Bookings

We are happy to accept changes, additions and cancellations to bookings up until the last day of term without any penalty or administration charge.

Once term has ended we regret that we are unable to refund any booked sessions if your child is no longer able to attend, this is due to the fact that at this stage we will have based our staffing ratios on the children booked into the Holiday Club.

Should you need to book additional days within the Holiday Club once term has ended we are happy to accommodate this subject to availability. There are no administration charges relating to additional bookings.

Once the holiday period has started, wherever possible, we will try to accommodate requests to swap dates within the Holiday Club. For example if your child is unwell or you have made other plans on a particular day you have booked. We can only accommodate these swaps if the staffing ratios and activities allow on the new day you are looking for. Any swaps made will be subject to a £15.00 booking amendment fee for each day changed.

Any additional bookings or booking amendment fees will be charged via an invoice which will be raised at the start of the next term.

Car Parking

In order to maintain the security of the site the normal parent drop off and collection car park will not be in use. Parents are welcome to use the Staff Car Park when dropping off and collecting children, subject to available space. There will of course also be parking available along Warren Park Road but please do park with due care and consideration to the local residents. We ask that you don't park in the area at the front of School when dropping off and collecting your child.

Access

Parents dropping off or collecting children at Early Bird Club, Lunchtime or from a Tea & DVD session should access the site via the Double White Doors at the front of the School. Please press the door bell to contact a member of Holiday Club staff. Parents dropping off children for a morning activity session or collecting them at the end of an afternoon activity session can access Treetops via the side pedestrian gate which will be unlocked at the following times:

- 8.45am to 9.15am & 3.45pm to 4.15pm

Signing In and Out

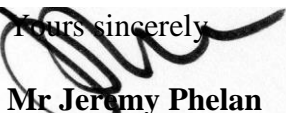
When dropping off or collecting your child at the Holiday Club, parents, or the person responsible for their drop off or collection, must sign the Holiday Club Register against the child's name and enter the time of the drop off and collection.

Emergency Contact

Parents wishing to make contact with a member of the Holiday Club staff during operations hours can do so on the following numbers:

- Main School Holiday Club Leader - **07549 184287** or Treetops Holiday Club Leader – **07932 866658**

We look forward to a very successful Treetops Summer Holiday Club with fantastic activities for all ages and abilities.

Yours sincerely

Mr Jeremy Phelan
Headmaster



Daily Routine

This is an overview of a day at Treetops Summer Holiday Club.

Time :	Activity:
8.00am	Early Bird Club including Breakfast in Main School.
9.00am	Register and welcome to all children. Introduction of staff.
9.15am	Activities.
10.30am	Snack and Outside Time.
11.40am	Story Time.
12.00pm	Home time for Morning only children. Lunch time, rest time and quiet activities.
1.00pm	Register and welcome Afternoon children. Rest time continues. Free play activities provided.
1.15pm	Activities.
2.45pm	Break.
3.00pm	Tidy Up Time, Snack followed by Story and singing.
4.00pm	Over to Main School for Tea, DVD and quiet activities.