

WELCOME TO THE FUTURE GAMES MULTI ACTIVITY HOLIDAY CAMP...

"First of all thank you for choosing to attend our holiday camp at The Cottesloe School! We have a great team of staff and the primary goal for us is that PARENT'S feel CONFIDENT leaving their children in OUR CARE and that CHILDREN go home HAPPY with a lasting memory of their fun filled holiday experience based around themed days."

Please read below for everything you need to know..

If you need to get a message to us then please contact our main office on **01525 591036** (open 8am – 5.30pm during the school holidays)

Access to Club and Registration:

The Cottesloe School, Church St, Wing, LU7 0NY 07546 310701 (number for club staff between 8am and 5.30pm)	Registration point/collection point for ALL courses – Glebe Farm School Please come to the sports community hub entrance as we'll be based in the sports hall (not the main school entrance)
Drop off and collection times: Please arrive at the drop off and collection times; we will do our best to get all children signed in swiftly and safely.	DROP OFF AND COLLECTION TIMES: Drop off 8.30am-9.00am Collection 4.00pm Extra time: Booked to drop from 8am and collect by 5.30pm

Registration:

- Registration will take place outside at the locations listed above.
- Registration is open from the session times you have booked please ensure children are not signed in before your booked time and that you arrive as close to your start time as possible; as our staff will be waiting to meet you at our outdoor registration point.
- Please ensure children have appropriate footwear and clothing for the day; **please arrive wearing trainers**
- As a camp we will be doing the activity sessions outside where possible so please bring waterproof jacket and warm clothing.
- If your child has any medical conditions that were not declared upon booking or there has been a change in contact numbers that we need to be aware of, please ensure that you hand written information upon 'signing in' in the morning.
- A member of our staff will take note of your name, and the name of who is collecting your child that day. You will also be asked to give a 4 digit number on your first day at club – this will be used as a 'collection pin' that the person who collects will be asked at the end of the day.

Departure:

- Will take place at the same outdoor point as registration.
- We will not allow a child to leave the club unless they have signed out with a parent / guardian that was listed during the registration process in the morning. If there is a change of who is collecting your child please contact the club via the number above and ensure the person collecting knows the 4-digit pin you set.

What to bring:

- Food – Morning break snack, lunch and an afternoon snack **(no nuts – we are a nut free zone)**. Either a lunch box or plastic bag is ok. Please bring a refillable drinks bottle with **your child's name on** – children can refill water bottles during the day.
- Suitable clothing for the weather forecast.
- Waterproof jacket and warm clothing.
- Hot days - Sun cream and sun hat – **please arrive wearing sun cream** – our staff cannot physically apply cream for the children but we will remind them to reapply during break times. The once a day sun cream works well if suitable.
- **Water Games – Summer only:**
On hot days we often play water dodgeball, slip n slide and water tag guns; please feel free to pack a towel and spare clothes **on any days where the weather forecast is warm.**
- **Please do not bring any toys, phones, devices or any unnecessary items from home.**

Breaks and Lunch times:

Children will have a morning snack from their lunch box; and lunch at lunchtime. We will also be having a short afternoon break so children can bring a snack for this time as well if you wish.

Tuck shop:

We have a daily tuck shop open after lunch has been eaten. £1 for 4 sweets

End of day presentation:

Winners of any competitions or events will be announced; as well as the daily 'star award'. Final day of camp each child will receive their certificate.

Rehydration Station:

We have plenty of drink breaks throughout the day so please ensure that **each day children have a named drink bottle they can refill.**

Safety Information:

Staff are first aid trained, and will deal with any injuries sustained and an accident report form will be completed and communicated to the parent or guardian upon collection; or by text (for injuries where it is necessary).

Lost Property:

Our team do our very best to make sure all children have all their belongings before going home each day – any lost property will be bagged and stored at the end of the day, so please let us know if you've lost anything.

Suitable Clothing:

Please ensure children have

- Suitable clothing you don't mind them playing in
- Warm clothing on cold days including **rain jackets for outdoor play as we like the children to have the choice to go outside whatever the weather!**
- Trainers

Washing hands:

Children and staff will wash their hands frequently throughout the day.

Look forward to seeing you at the holiday club.

Kind Regards

TFG team

T - Main Office: 01525 591036 (open 8am - 5.30pm during school holidays)

E - hello@tfgcamps.com

W – www.tfgcamps.com