



# Easter Holiday Club

6<sup>th</sup> to 16<sup>th</sup> April 2021



Est 1990

Ofsted Registered

## Hawes Down Holiday Club Booking Pack!

Venue:  
Hawes Down Primary  
The Mead  
West Wickham  
BR4 0BA

# Holiday Club Information for Parents and Guardians



**LOCATION:** Hawes Down Primary, The Mead, West Wickham, Kent, BR4 0BA

**OFFICE:** Chucklebox Office at The Hawes Down Centre, Hawes Lane, West Wickham, Kent, BR4 9AE

**SESSION TIMES:** 7:45am until 6pm

**DATES:** Tuesday 6<sup>th</sup> until Friday 16<sup>th</sup> April 2021

**Chucklebox is a family run company which was established in 1990. Our club is Ofsted registered and our qualified and experienced staff members provide high quality childcare in a safe and secure setting. All of our club managers are qualified and all of our staff have safeguarding, first-aid certificates and are police checked. Our popular Holiday Club provides an exciting, varied program of events and activities. Examples of past trips and activities...**

- Day trips e.g. Horse Riding, Parks, Cinema, Gambado, Farms, Bowling...
- Visits from special guests e.g. Fire Brigade, Local Police, Circus Skills, Reptile Man...
- Bouncy Castle, Sports, Gym, Physical Games, Games Consoles, Computer Fun, Games...
- Cooking, Arts & Crafts, Construction Play, Dressing Up, Face Painting, Drama, Dance...

**\*Due to Covid 19 we will not be able to offer day trips this holiday club or until further notice following Government Guidelines\***

Please see the enclosed timetable for further details. We want every child to have fun at Chucklebox so we endeavour to provide a range of activities to suit all and we are always open to suggestions if your child has a particular preference please talk to us. We will always encourage all children to participate in activities, however, should they choose not to an alternative will be offered. Our Chucklebox policy is to promote an enjoyable, safe and secure environment where care is tailored to the individual.

## How to Book a Place

Our Holiday club is always very popular so please book in advance to secure your place(s).

Call us on 020 8777 0218 or 07947 800845 or email [office@chucklebox.co.uk](mailto:office@chucklebox.co.uk) to book your place. You will be required to return this booking form, completed, to the Chucklebox Office (address above) either in person or by post. You will also be required to fill out a registration form if you haven't completed one already or if any of the information provided has changed.

**\*Unfortunately we are unable to give refunds for any days booked but not attended\***

## Important Information

### **PLEASE DO:**

- Remind staff on arrival of any allergies or special requirements your child may have.
- Send your child in old (they may get messy), labeled clothes appropriate for the weather.
- Provide a packed lunch\* with ice pack and drink (no fridge storage available).
- Bring cash on the day for trips and entertainment.
- Talk to us about any concerns you may have.

### **PLEASE DO NOT:**

- \*Send in **ANY FOOD CONTAINING NUTS** as we have several children with severe nut allergies.
- Send in any food that requires heating.
- Send in any toys/valuables as we cannot be held responsible for any loss or damage.
- Be late to collect your child. Whilst every effort is made to accommodate parents, to avoid upset to your child we ask that children are collected promptly at 6pm or a £5 late fee will be incurred for the first 15 minutes, then £10 for every 15 minutes thereafter, payable on the day.

## Behaviour

We expect and encourage good behaviour. We will always try to resolve any behavioural issues in a fair and supportive manner. If this has no positive outcome we will speak to the parents/guardians concerned. In extreme cases we reserve the right to withdraw the child's space at the club.

**All of our club policies are available on request. We look forward to meeting you and your child/children. Please feel free to call the club mobile on: 07947 800845 during club hours or the office on 020 8777 0218 to check availability or to book before the club starts. If you have any further questions please call the above number or email the office on [office@chucklebox.co.uk](mailto:office@chucklebox.co.uk).**

## **Important Covid 19 Information and Permission Form**

**To ensure that Chucklebox is compliant with the new Government Childcare Guidance we have put in place the following protective measures:**

- We will reinforce hand washing every hour. We will also use alcohol-based hand sanitising gel throughout the session. If your child/children are allergic to hand gel, please inform the club leaders and outline this on the form below.
- Temperature checks will be administered immediately upon arrival. Any child with a temperature in excess of 37°C must be taken home straightaway. Temperature checks will also be carried out at routine points throughout the day and when deemed necessary by Chucklebox staff following government guidelines. If a child is found to develop any of the symptoms listed below the child will be isolated safely and their parent/guardian/emergency contact will be called immediately to arrange collection. It is the responsibility of the parent/guardian to ensure there is a contact available to collect the child at all times.
- Please do not approach any of the clubs if you, your family or anyone you have recently had contact with has developed any of the below symptoms. If you are in doubt, please contact the office before continuing this form.

### **Main symptoms of Coronavirus:**

- A high temperature exceeding 37°C
- A new, continuous cough - continuous coughing for more than an hour or 3 or more coughing episodes in 24 hours
- Loss or change to sense of smell and/or taste - they cannot smell or taste anything/smells or tastes are different to normal

### **What to do if your child has symptoms:**

Stay home (self-isolate) - You, your children and any immediate contacts within the last 48 hours should stay at home and continue to follow government guidelines on staying safe.

**By signing below, you agree to adhere to the guidelines outlined on this page. The safety and wellbeing of our staff and patrons of Chucklebox is our top priority and we will always act with the children's best interest in mind.**

**Spaces must be paid for in advance. Unfortunately refunds will not be issued if a child is sent home due to symptoms of Covid 19.**

**Child(ren)'s Name(s)** \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Amazing Activities

Fun Packed Activity Days From 7:45am until 6pm

|                     |                      |                         |                        |
|---------------------|----------------------|-------------------------|------------------------|
| Easter Egg Hunts    | Easter Baking        | Easter Crafts           | Parachute Fun          |
| Bouncy Castle       | Treasure & Bug Hunts | Den Building            | Child Friendly Archery |
| Face Painting       | Arts & Crafts        | Cooking                 | Obstacle Races         |
| Didi Cars           | Clay Modelling       | Limbo                   | Party Games            |
| Gardening           | Sewing               | Dance & Drama           | Hockey                 |
| Sports & Games      | Cricket              | Bubble Fun              | Lego Creations         |
| Xbox & Computer Fun | Construction Toys    | Dressing Up & Role Play | Colouring Competitions |
| Dance & Drama       | Jewellery Making     | Outdoor Fun             | <b>PLUS MUCH MORE!</b> |

| Monday 5 <sup>th</sup>  |          | Tuesday 6 <sup>th</sup>  |          | Wednesday 7 <sup>th</sup>  |          | Thursday 8 <sup>th</sup>  |          | Friday 9 <sup>th</sup>  |          |  |
|-------------------------|----------|--------------------------|----------|----------------------------|----------|---------------------------|----------|-------------------------|----------|--|
| <b>CLOSED</b>           |          | TIME SLOT                | INITIALS | TIME SLOT                  | INITIALS | TIME SLOT                 | INITIALS | TIME SLOT               | INITIALS |  |
|                         |          |                          |          |                            |          |                           |          |                         |          |  |
|                         |          |                          |          |                            |          |                           |          |                         |          |  |
| Monday 12 <sup>th</sup> |          | Tuesday 13 <sup>th</sup> |          | Wednesday 14 <sup>th</sup> |          | Thursday 15 <sup>th</sup> |          | Friday 16 <sup>th</sup> |          |  |
| TIME SLOT               | INITIALS | TIME SLOT                | INITIALS | TIME SLOT                  | INITIALS | TIME SLOT                 | INITIALS | TIME SLOT               | INITIALS |  |
|                         |          |                          |          |                            |          |                           |          |                         |          |  |
|                         |          |                          |          |                            |          |                           |          |                         |          |  |

|   |   |
|---|---|
| <p style="text-align: center;"><b><u>SESSIONS REQUIRED</u></b></p> <p>Please complete the form below with relevant time slot and initials of children (if more than one).</p> <p style="text-align: center;">Full Day <b>7:45am – 6pm</b>   £30      Siblings   £29<br/>         Half Day <b>5 hours</b>      £25      Siblings   £24</p> | <p>An additional <b>£5 off</b> your total bill will be given if <b>5 or more consecutive full days (7:45am – 6pm)</b> are booked.</p> |
|---|---|

| Payment Method (Please Circle)    |  | Cash                          | Cheque | Bank Transfer | Vouchers |
|-----------------------------------|--|-------------------------------|--------|---------------|----------|
| Total Full Days<br>7:45 – 6pm     |  | No. Of Children<br>(Initials) |        | Total         | £        |
| Total Half Days<br>5 Hour Session |  | No. Of Children<br>(Initials) |        |               | £        |
| <b>Total Enclosed</b>             |  |                               |        | £             |          |

## **HOLIDAY CLUB TERMS & CONDITIONS**

### **PLEASE SIGN AND RETURN WITH THE BOOKING FORM**

I will supply my child with a packed lunch and drink daily.

- I will pay for my child's place in advance to secure my required session.
- All days booked must be paid for. This includes trips, unless we can fill spaces on the day.
- Charges are as stated on our booking form, late payments will incur an extra 10% charge. Children will not be accepted into the setting unless payment has been received.
- Prices are subject to change (adequate notice will be given) and will be reviewed each academic year.
- We are unable to give refunds for days booked but not amended. These include unforeseen circumstances and adverse weather conditions.
- Payments can be made by cash, cheque, bank transfer or childcare vouchers. If paying by voucher or online, proof of payment (paper copy only) must be received by us prior to your child's first session.
- Any outstanding payment will be transferred to our Debt Collecting Agency. Charges will be added to the overdue amount plus costs incurred by us. We will proceed with legal action to recover any payment owed.
- I will inform Chucklebox if my child is not amending a previously booked session.
- I will telephone the setting on 07947 800845 if the regular collector of my child is unable to do so. I understand my child will not be able to leave the setting without permission from parents/guardians.
- I will supply information regarding personal matters that may affect my child's behaviour so that Chucklebox staff can appropriately care for my child.
- The company reserves the right to revoke a child's place on the grounds of persistent anti-social behaviour affecting the wellbeing of other children, staff or the club in general. These measures will be taken if all other measures to improve behaviour have been exhausted.
- In case of emergency I understand that attempts will be made to contact parents/guardians or emergency contacts as stated on my registration form.
- If I arrive later than 6pm I will incur an additional charge of £5. From 6:15pm onwards This will increase to £10 every 15 minutes, payable on the day of collection.
- The following procedure will be followed if I fail to collect my child by 6:15pm:
  - Chucklebox staff will attempt to call the home and mobile numbers listed on the booking form.
  - The emergency contact will be called.
  - The child will wait with the senior play leader until 6:45pm.
  - A notice informing the parent/guardian that the child is in the building will be displayed on the main entrance.
  - Further attempts will be made to contact the parent/guardian and emergency contact.
  - In the event that the contact is unsuccessful, Social Services will be contacted and given a copy of the child's registration form.
- If a child protection issue arises, Chucklebox has a duty to inform Social Services and any other relevant professional children's groups.

|   |                                    |
|---|------------------------------------|
| <b>Child's Name</b> (in block capitals)           | <b>Date:</b>                       |
| <b>Parent/Guardian's Name</b> (in block capitals) | <b>Parent/Guardian's Signature</b> |

# **HOLIDAY CLUB TERMS & CONDITIONS**

(Parent Copy)

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