

February Half Term 2017!

13th to 17th February 2017



Est. 1990
Ofsted Registered
Holiday Club
Booking Pack!

Address:
Hawes Down Infants
The Mead
West Wickham
BR4 0BA



HOLIDAY CLUB INFORMATION FOR PARENTS & GUARDIANS

LOCATION: Hawes Down Infants, 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 – 6pm

DATES: Monday 13th to Friday 17th February 2017

Chucklebox is a family run company established in 1990. Our club is Ofsted Registered, and our qualified and experienced staff members provide high quality childcare in a safe, secure setting. All of our Club Managers and full-time staff are qualified and hold First Aid certificates, and every member of staff is 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 Swimming , Horse Riding, Parks, Gambado, Cinema, Bowling**
- **Visits from special guests e.g. Fire Brigade, Local Police, Circus Skills, Reptile Man...**
- **Bouncy Castle, Sports, Gym, Physical Games, Games, Games Consoles, Computer Fun...**
- **Cooking, Arts & Crafts, Construction Play, Dressing Up, Face Painting, Drama and Dance...**

Please see the enclosed timetable for further details. We want every child to have fun at Chucklebox so we endeavor to provide a range of activities to suit all. We are open to suggestion if your child has a preference for something particular so 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 a place for your child. **A minimum of a 5 hour session may be booked.**

To book your child's place, follow these steps:

1. Call us on **0208 777 0218** to check availability
2. Complete the attached booking form
3. Return the completed form with payment (*Cheques made payable to **Chucklebox** with your child's name written on the back*) either in person or by post to the Chucklebox Office (address above) as soon as possible. ***Spaces are allocated on a first come first served basis so book early for a guaranteed place.***

NB UNFORTUNATELY WE ARE UNABLE TO GIVE REFUNDS FOR 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 healthy packed lunch* with ice pack & 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 often 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 by 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 behavior. We will always try to resolve any behavioral issues in a fair and supportive manner. If this has no positive outcome, we will speak to the parents/guardians concerned, and 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, please feel free to call the club mobile on 07419 985 379 during club hours or the office on 0208 777 0218 to check availability or to book before the club starts. Should you have any further questions or email us on office@chucklebox.co.uk

THE CHUCKLEBOX TEAM



DAILY ACTIVITIES & EXAMPLE TIME TABLE

During the day we offer the children an extensive selection of activities that they choose. These activities range from painting to bouncy castle; face painting to playing games. Here is a small selection of the many fun activities that we offer every day.

Construction Toys	Face Paints	Dressing Up	Tournaments	Dolls
Snooker	Role Play	iPad	Play Tents	Arts & Crafts
Cooking	Puzzles	Bingo	Sewing	Pedal Karts
Puppets	Field Activities	Limbo	Warhammer	Hama Beads
Den Building	Football Table	Trim Trail	Dance Mats	Table Tennis
Bouncy Castle	Board Games	Sports	Train Set	Xbox
Kitchen	Games Room	Computer Suite	Gym Games	AND MANY MORE!

Registration from 7:45am

Breakfast

A selection of various cereals, toast with toppings, yoghurt, fresh fruit and a drink of juice, water or milk.

A choice of free play, games and crafts.

8am onwards main activities begin.

Gym, multi-sports and games, crafts and structured activities e.g. Hama beads, role play, playdough, construction toys, cooking, sewing, den building and soft play.

10:15am Drinks and Snacks

Departure of trips between 11:00am - 1:00pm

Fun physical games, bouncy castle, dance mats, cooking, arts & crafts, table tennis, circus skills, hop-scotch, outdoor play, trampolining, dance and drama.

If the weather permits it the children will have a chance to play outside on the field, playground or jungle gym!

An example of past cooking activities:

Iced cakes	Butterfly cakes	Chocolate cornflake cakes
Pizzas	Sweet & savory pastries	Gingerbread men
Cheese Straws	Jam tarts	Savory twists
Fruit Kebabs	Cheese & potato tarts	Rock cakes

12:15pm - 1:15pm LUNCH - Free Play

Create & make, sports, painting, puppets, sewing, Xbox, treasure hunt, bingo, Warhammer, crazy Olympics, dance, games, karaoke, face painting and football tournament.

The children will have a chance to play in the field! Past outdoor activities include:

Trim trail	Limbo	Treasure hunts
Rounders	Cricket	Bug hunts
Teddy bear picnic	Obstacle Courses	Younger games
It's a knockout	Pedal karts	Older games
Football	Gardening	And many more!

5:15pm HOT SNACK e.g. beans on toast, pasta and toppings, fish fingers with chips & peas, egg on toast, chicken nuggets with waffles & beans with fresh fruit and veg & drinks.

End of Day Quiet Activities

Trips & Special Activities

All trips & activities are optional **In addition to daily activities

EVERY DAY ACTIVITIES

We offer our most popular activities every day, varying them each time so they don't get boring! (more on page 3)

Arts & Crafts	Various crafts include themed activities e.g. seasonal, sewing, clay modeling, painting, Hama beads, collages, masks & other crafts & many more!
Bouncy Castle & Gym Activities	There is a vast range of activities in the gym from bouncy castle to running games, tennis, parachute fun, badminton, basketball, football, unihoc, mini golf, bench ball, dancing or cheerleading, Circus skills, giant skipping, gymnastics & much more! (More examples on page 3)
Cooking	Have fun cooking a variety of different treats and then take them home to eat and share! Examples can be found on page 3! (Cooking takes place while others are on the trips. Every day the children will have the opportunity to cook, excluding Fridays)
Field Activities	Have a chance to run around outdoors in the fresh air, participating in various activities such as obstacle courses, pedal karts and more (Other examples of outdoor activities on page 3)

	Time	EVENT	Age	Description	Price	Tick
MON 13th Feb	PM	DANCE & GYMNASTICS	All	Test your flexibility or learn an awesome routine with a fun and energetic gymnastics and dance instructor! Jump, twirl, cart wheel; even have a go at the splits if you think you're flexible enough!	N/A	
		GYM FUN AND GAMES!				
		BOUNCY CASTLE!				
TUES 14th Feb	AM	GAMBADO	5+	The children will be taken by minibus to Gambado where they can run, climb, slide, jump and play! Have a go on the merry go round or go karts or even have fun in the ball pit if you want to! Drinks are provided throughout.	£12	
		FACE PAINTING!				
		BOUNCY CASTLE!				
WED 15th Feb	AM	CINEMA	All	The children are taken by minibus to the Beckenham cinema to see a fun movie where they will eat their packed lunches. Children will return at approximately 2:30pm.	£10	
		MINI MAKEOVER AND TATTOOS!				
		BOUNCY CASTLE!				
THURS 16th Feb	AM	BOWLING PARTY	6+	Children will be well supervised and travel by public transport (due to no local parking for the height of the mini bus). On arrival they will have their own party host, as well as our staff, to assist with safe bowling. The game will be followed by lunch in the party room including various sandwiches such as cheese, ham, tuna mayo, sausage rolls, crisps, vegetable crudités, mini sausages (veggie selection also available) and squash. Children DO NOT require a packed lunch if you have confirmed your bowling party place. Please ensure children have warm coats and suitable footwear for the weather.	£12.50	
		FOOTBALL TOURNAMENT AND SPORT FUN!				
		BOUNCY CASTLE!				
FRI 17th Feb	AM	MAKING & DECORATING GINGERBREAD MAN	All	A cook will assist the children with measuring out the ingredients, mixing, rolling and once cooked dress him up ready to take home at the end of the day!	N/A	
		FACE PAINTING!				
		BOUNCY CASTLE!				

SESSIONS REQUIRED

Please complete the form below with relevant time slot and initials of children (if more than one).

*Full Day 7:45am - 6pm £35.00 per child or £31.50 each if 2 or more
9am - 5pm £27.50 per child or £24.50 each if 2 or more*

Half Day 8am - 1pm

9am - 2pm

10am - 3pm

1pm - 6pm

£17.50 per child or £16.50 each if 2 or more

Other sessions are available upon request, please call Joy to discuss.

An additional discount of **£5** off your total bill will be given if **5 or more consecutive full days (one week)**, either 8am - 6pm or 9am - 5pm, are booked.

MONDAY 13 th		TUESDAY 14 th		WEDNESDAY 15 th		THURSDAY 16 th		FRIDAY 17 th	
Time Slot	Initials	Time Slot	Initials	Time Slot	Initials	Time Slot	Initials	Time Slot	Initials

TOTAL COST (excluding trips which must be paid for in cash on the day)			
Time Slot	Total Days	No. Children	Total Amount
7:45am - 6pm			£
9am - 5pm			£
Half Day (5 hours)			£
		TOTAL ENCLOSED	£

Payment Method (please circle)			
Cash	Cheque	Bank Transfer	Vouchers

CHUCKLEBOX HOLIDAY CLUB BOOKING FORM

Child's First Name	Child's Surname	D.O.B	Age	School	Additional needs/allergies*
1:					Yes / No
2:					Yes / No
3:					Yes / No
4:					Yes / No
<p>*please describe any additional needs and/or allergies:</p> <p>If your child has an additional need, <u>please call Joy to discuss on 020 8777 0218</u> - an "Additional Needs Profile" form must also be completed</p>					
CONTACT DETAILS (IN BLOCK CAPITALS)					
MAIN ADDRESS:			HOME TELEPHONE NUMBER:		
POST CODE:					
NAME OF PARENT/CARER 1			MOBILE:		
			EMAIL:		
NAME OF PARENT/CARER 2			MOBILE:		
			EMAIL:		
MEDICAL DETAILS (IN BLOCK CAPITALS)					
DOCTORS NAME & SURGERY:			TELEPHONE NUMBER:		
<p>Please provide any details which you feel we should know about (i.e food allergies, illnesses, concerns regarding face paint, make-up, nail varnish etc) If your child wears glasses and needs them during sport, please note below. <i>(Please note, we cannot be held responsible for damage or injury occurring from breakages.)</i></p> 					
EMERGENCY CONTACTS (IF PARENTS/CARERS CANNOT BE REACHED)					
NAME (IN BLOCK CAPITALS)	TELEPHONE NO. 1	TELEPHONE NO. 2	RELATIONSHIP TO CHILD(REN) (IN BLOCK CAPITALS)		
1:					
2:					
PERMISSION/CONSENT - Please ensure all parts are signed & completed					
<p>- I give permission for my child(ren) to take part in offsite activities</p> <p>- I give permission for photographs of my child(ren) to be used within the club:</p>					<p>Yes / No</p> <p>Yes / No</p>
<p><i>- In case of emergency I understand that attempts will be made to contact me or my emergency contact listed above. If I cannot be reached, I give permission for medical advice to be sought for my child(ren)</i></p>					
SIGNATURE:				DATE:	

HOLIDAY CLUB TERMS & CONDITIONS

(Parent Copy)

- 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 attended. These include unforeseen circumstances and adverse weather conditions.
- Payments can be made by cheque, cash, childcare vouchers or online. If paying by voucher or online, proof of payment (paper copy only will be accepted) 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 payment owed.
- I will inform Chucklebox if my child is not attending a previously booked session.
- I will telephone the setting on 07419 985 379 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.
- 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 well being 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 me or my emergency contact as stated on my registration form.
- If I arrive later than 6.00pm I will incur a charge of £5. From 6.10pm 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:
 - o Chucklebox staff will attempt to call the home/mobile numbers listed on the booking form
 - o The emergency contact will be called
 - o The child will wait with the senior play leader until 6.45pm
 - o A notice informing the parent/guardian that the child is in the building will be displayed on the main entrance
 - o Further attempts will be made to contact the parent/guardian/emergency contact
 - o In the event that 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.*
- I understand that end of day snack is served from 5:15pm

HOLIDAY CLUB TERMS & CONDITIONS
PLEASE SIGN AND RETURN WITH THE BOOKING FORM

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Child's Name (in block capitals)

Date:

Parent/Guardian's Name (in block capitals)	Parent/Guardian's Signature
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