

## Devonshire House School Holiday Clubs

### How will my child be looked after?

The welfare of your child is our primary concern. Before our children's clubs open, we make sure the venue is appropriate for the care of children aged between 3.5 and 11 years old. On-site risk assessments are completed and staff are trained in all the necessary policies and procedures. This training includes health, safety, hygiene, safeguarding, first aid, managing children's behavior and much more. This training is in line with the Devonshire House School continued professional development. We also train staff to deliver a variety of different activities, always making sure they are safe and fun.

Whilst your child is at a Devonshire House School Holiday Club the staff monitor the activities daily to check they are safe and running in accordance with our codes of practice. Staff also complete daily welfare reminder checklists for various childcare routines such as hygiene, healthy eating, emergency evacuation, sun protection and toilet trips. Children are continually supervised by staff throughout the day including break and lunch times.

At the end of each day our staff will follow our secure collection procedure as children leave. If you would like any feedback on your child's day please just ask during this time and we will arrange for your child's Club Leader to speak to you.

***If you need to contact the clubs during the holiday club hours, please call the school office: 020 3835 4079***

### What will happen when I drop my child off?

Club drop off is from 9am to 9.15am. Club pick up is at 3pm. ***We do not provide early or late provision for the children at drop off and pick up.***

When you arrive at the club, please see a member of staff to be registered and greeted. Children can only attend the club they are signed up for, there is a register for each club.

From this point a member of our staff will take or direct your child from the registration area, along with all of their belongings, to their base room. On arriving at the base room your child will be met by the Group Leader who will sign them into the group and record your child's time of arrival.

### My child has a specific medical condition. Do I need to tell you?

Yes - please tell us anything we need to know about your child's health when you make your booking e.g., diabetes, epilepsy, serious allergies and so on. In some cases, we may need to send you some more forms and get additional information from you about your child's needs. We will also use the school database to inform staff of any specific medical needs. The more information you provide us with the better quality of care we can provide for your child. If your child needs medication at the club, you must let the staff know at registration.

### **What should my child bring?**

We recommend children wear comfortable clothing and closed toe footwear. We suggest you don't send them in new or valuable clothing as they will be involved in activities such as sports and art and crafts. All children will need a long-sleeved top, trousers, and ankle socks for certain activities.

During warmer seasons please provide and apply sun protection cream each morning, we ask that you show your child how to do this before they attend their club. Spray on sun lotion is a good option for younger children as the staff can do this for them and the children can then rub in themselves. Staff will remind children at break times to apply sun cream and help younger ones if needed. It is also a good idea to send a broad-brimmed hat that shades the face, neck and ears. We will provide additional sun cream at all clubs.

***All children should bring a packed lunch to their club.*** Devonshire House Clubs does not supply any food and nor is there the option to buy food at the club. Children should come with a balanced packed lunch including a snack for your child to select during the morning and afternoon breaktimes. As we do not have refrigeration facilities at the clubs, we suggest you provide a small cool bag (lunch box size). This will keep the contents cold until lunchtime. Devonshire House Clubs has a no nuts policy. Please make sure there are no items containing nuts in your child's packed lunch.

Please make sure all clothing is named and that your child brings home all items at the end of the day. It's very difficult for us to locate lost property once children have left their club.

### **Packed lunch suggestions**

We do not provide packed lunches or snacks in our clubs. All children should bring a suitable packed lunch and snacks including a water bottle.

It's important that your child has enough energy to get the most out of a fun day at camp. Please bear in mind that as children will be active for longer, they will need more in their lunches than for a typical school day.

### **They'll need:**

- A refillable water bottle.
- A healthy and balanced packed lunch and snacks for morning and afternoon break
- Ice pack or frozen drink to keep food cool (please note fridges are not available)

Here are some suggestions for a healthy and tasty packed lunch they will love:

### **Tummy fillers:**

Sandwich Bagel, whole meal pitta/wrap, pasta/rice/cous cous salad, cooked meats, cheese, Quorn, hummus, tuna, egg, salad, pickles

**5 a day:**

Apple, satsuma, banana, pineapple, carrot batons, grapes, cherry tomatoes

**Growing bones:**

Yoghurt, fromage frais, milk, cheese, cheese spread

**Drinks:**

Water, sugar free squash, fruit juice

***We have a 'no nuts' policy in our school and clubs so please avoid foods like peanut butter etc.***

**What happens if my child has an accident at the clubs?**

We're parents too, so we understand your concerns, but don't worry, we're well prepared. At each of our childcare settings we have qualified first aid staff who are trained to deal with accidents and illnesses. Fortunately, almost everything we have to deal with is grazes on knees, and the odd head bump and so on. Should a child suffer a more significant injury or fall ill at camp you will be contacted immediately.

**A typical day at one of our clubs**

Arrival – 9am to 9.15am

Welcome and registration with club staff.

9.30am first activities begin.

10.30 - 10.45am first break and snacks

10.45am second activities

12pm Lunch

12.45pm afternoon activities begin

2pm afternoon break and snacks.

2.15pm afternoon activities continue

2.55pm finish

3pm collection and dismissal

(Some activities and timings will differ depending on the age of the children)