



### **Holiday Care and Forest School Provision**

Holiday Care is provided for children attending Ashbridge School and other local primary schools in all Ashbridge School holidays excluding Bank Holidays. Holiday Care runs from 7:00-18:00 and all meals, activities and events are included in the daily charge.

We offer a mixed programme and aim to run at least 2 days of Forest School per week wherever possible, where the children will be fully immersed in the Forest programme from 9:00-15:00.

All company policies also apply to Holiday Care and many of these can be found on our school website; with all policies being available as a paper copy on request.

### **Booking Procedures**

Bookings must be made in advance on the booking form available from Andrea Pratt contactable on 01772 619900 or [andrea.pratt@ashbridgeschool.co.uk](mailto:andrea.pratt@ashbridgeschool.co.uk). All fees are payable in advance by bank transfer, direct debit or childcare vouchers. Any cancellations must be made by 12 noon on the Friday of the week before attending otherwise full fees are payable. The current daily rate for Holiday Care is available on the website and booking form. Any queries regarding fees payment should be directed to our accounts team on [bursar@ashbridgeschool.co.uk](mailto:bursar@ashbridgeschool.co.uk)

### **Required Items**

All children attending Holiday Care must bring the following, which should all be clearly named:

- Suitable coat
- Water bottle
- Cap or hat depending on the weather
- Sun cream in summer months

In addition, children attending Forest School must bring:

- Wellies (attend in trainers and bring wellies to change into)
- Thick waterproof coat
- Water proof trousers
- Suitable clothing and layers depending on the weather to be outside all day

The following items are not permitted in Holiday Care:

- Any electronic devices including mobile phones
- Food and drink from home apart from water
- Toys and games from home unless specifically requested to bring them in

### **Food and Drink**

Meals are provided for all children attending Holiday Care. We have a 'no-added sugar' ethos and all meals are cooked freshly on site. Children enjoy a morning snack of fruit and milk, a hot cooked lunch and sandwiches with fruit in the afternoon. When in Forest School children will eat outside wherever possible. Dietary requirements for medical or religious reasons, or vegetarian diets, can be catered for and this information should be provided on the enrolment form and updated if there are any changes.

### **Drop off and collection**

Children can be dropped off and collected at any time between 7:00-18:00 at the Orchard gate, by the nursery building. If your child is attending a Forest School day we ask that they arrive before 8:45 and are collected after 15:15 to ensure they can take part in the full day and that members of the team are available to greet you. If anyone other than the usual carers is to collect your child you need to contact the school directly providing a name and a password. Under no circumstances will children be allowed to leave with anyone other than the usual caregivers without permission from the parent/carers.

### **Medication, Sickness and Accidents**

Medication will only be administered upon request from parents/carers. A medication form must be completed and in the case of prescription medication, we are required to see the original packaging with label stating that the medication is for the relevant child. Non-prescription medication will not be given with the exception of paracetamol suspension, ibuprofen suspension and anti-histamine. All medication must be given to a member of staff on dropping your child at Holiday Care.

In the case of illness, parents are asked to follow the Medical Exclusion Time Procedures which can be found on our website and only allow their child to return to Holiday Care after the recommended time has elapsed.

If a child has an accident our accident procedures will be followed which include logging the accident on a form with details of the accident and any treatment given. For any accidents or illnesses of a serious nature parents/carers are contacted immediately and we reserve the right to call for medical assistance and/or transfer a child to hospital if necessary.

### **Safeguarding including child protection and photographs**

In Holiday Care, Headteacher Karen Mehta and Director of Compliance Charlotte Bingham Brindle are responsible for safeguarding and can be contacted on 01772 619900. Safeguarding includes child protection, health and safety, media usage, supervision of children, behaviour and many other areas. All our staff are well trained and robust procedures are in place.

Photographs and videos for promotional materials and publicity are only taken and used with your consent as indicated on the enrolment form.