



HOLIDAY CAMP GUIDE

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Holiday camps:

What does a day at camp look like?

Booking

- Each day at camp has a different theme, although every day involves physical activity and sports at some point in the day
- Our themes will run as planned the majority of the time, however we sometimes need to make changes based on external factors including weather or where we have external workshop partners which may change our daily timetable.

So what does a day at camp look like?

8:00 - 8:45 *Early drop off for breakfast club (where available)
Children will receive options of cereal, toast, fruit and juice*

8:45 - 9:30 *Arrival, registration and camp inductions
All children registered on Class4kids system and made aware of plan for the day and safety and behavioural expectations*

9:30 - 10:30 *Children's choice games
Children choose one of our children's choice game cards at random to play, games include Dragons Lair, Dr Dodgeball and loads more fun team games!*

10:30 - 10:45 *Break time
Just like in school, children have break time outside. This is also an opportunity to have any snacks they may have brought.*

10:45 - 11:45 *Coaches choice
The coaches will lead a sporting activity for the children to complete, children will be split by age into KS1 and KS2 to ensure they are completing activities relevant to their age!*

12:00 - 13:00 *Lunch time
Children must wash their hands prior
Children generally have 30 minutes for lunch and 30 minutes to head outside for break time*

13:00 - 14:30 *Theme of the day
Children have the opportunity to engage in the theme of the day, this could be multi-sports, laser tag, nerf wars, den building, among many other activity themes!*

14:30 - 15:00 *Tidy up time, collect our belongings and dismissal*

Holiday camps:

Admissions, arrival and dismissal procedure

Booking

- Parents are required to book their children prior to camp via the class4kids website, here we will collect the following information:
 - Name of child/children
 - DOB
 - Parent/guardians names
 - Two separate contact details
 - Home address & postcode
 - A collection password
 - Photo consent
 - Medical and allergy information
 - A list of accepted collectors i.e. grandparents etc.
- If places are full, parents will be asked to enter their information onto a google forms waiting list
- Payment must be paid prior to attending camp to secure your place (this does not apply for HAF funded camps)

Arrival

- Each camp location will have their own specific arrival/collection points
- This information is clearly stated on the booking information and will also be communicated with parents/guardians via email through our Class4kids system prior to camp starting
- On arrival, parents/guardians will be required to register their child/children with the camp lead who will be sat at the entrance to camp
- Here is the opportunity to let our camp lead know any issues/concerns we need to be aware of, it also provides the opportunity to ask any questions
- On arrival, parents/guardians must let the camp lead know if there is a different person collecting
- Children can walk home on their own with written consent from parent/guardian
- Parents/guardians can be reminded of their collection password on drop off if they are unsure or have forgotten

Dismissal

- Children can only leave once the camp lead has confirmed a suitable adult has come to collect them, adults can often be identified by facial recognition where a child has been attending our setting regularly
- If there is any doubt or uncertainty regarding the adult collecting, we will follow one of the three verification processes:
 - Adults will be required to state the collection password and checked against the approved collectors list
 - If they are unsure of the collection password then ID will be checked against the approved collectors list
 - If the adult is not on the approved collectors list then a call will be made to the parents/guardians to approve of the collection before dismissing the child.

Holiday camps: Behavioural expectations and procedures

- Our behavioural standards, expectations and procedures are clearly explained to children at the start of each day as part of our daily induction
- We make it clear that if any child has any issues or concerns to immediately make a member of the holiday camp staffing aware, to allow us to take appropriate action
- At Activ8 we promote positive behaviour management, and do so by explaining and helping children understand why their actions may have had certain consequences in an effort to reflect and move forwards positively
- Where poor behaviour does persist or worsen, we will follow our behavioural processes explained below:

