



# **A Parent's Guide to EdActive Holiday Clubs**



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# Welcome

Dear Parent / Guardian,

Thank you for choosing EdActive Coaching Holiday Clubs.

Our club offers a wide range of Sports, Games, Fun Activities and Arts & Crafts to keep your child active and entertained throughout the day. If you have any questions throughout the week, please do not hesitate to ask the venue manager.

## **Arrival and Collection**

Access to the site will be from the parent/visitor car park only, to ensure we keep the site secure all other entrances will be locked. The parent/visitor car park gates may be locked between 10:00 – 15:00. If you arrive and cannot gain access, please call the number provided in the contact detail section.

Drop off and pick up will take place outside the school hall, where you will be asked to sign in/sign out your child whilst checking we have the relevant medical and contact information. Once signed in, children will be allocated their group and begin participating in our activities. Where possible children will stay with their group and coach for the whole day.

The venue manager who will greet you at arrival will oversee the safe running of the club throughout the week and will be able to answer any questions you may have.

## **Staff in charge**

The venue manager oversees the day, they are first aid trained and experienced in sports & educational activities. The venue coordinator has a team of activity leaders with them each day. Our activity leaders are qualified to enhance children's literacy and numeracy skills through fun and creative tasks, whilst also being qualified to deliver several activities and specialist sports to give the children the opportunity to experience a range of physical games.

## **Safety information**

Our staff hold a valid first aid qualification and will administer first aid to children requiring it.

An Accident Report Form will be completed and passed to the parent/guardian for signature at the end of the day. This accident report form will then be held on file in line with GDPR.

ALL staff are enhanced DBS checked.

## **Breaks and lunchtimes**

- Each child will need a packed lunch and LOTS to drink, water is available.
- EdActive holiday clubs have one or two breaks a day in addition to lunchtime, children have the choice to have one snack out of their packed lunch (not their sandwich). Please ensure your child has a suitable snack for these breaks. (x2 snacks recommended)
- Please note we are a **Nut Free club**



# What to wear

**We ask all parents to send their children prepared for any weather!**

- All children should be dressed appropriately in comfortable clothing, which they can participate in sports with.
- All children will need a hat to protect them from the sun during outdoor activities.
- Although the weather may be warm/cold please ensure your children wear appropriate outdoor sportswear, which they can comfortably move in.
- Open-toed shoes are not deemed appropriate for sports.

# What to bring

It is extremely important that children remain hydrated throughout the day and therefore we ask all children to attend with plenty of drinks and/or a refillable bottle. Drinks are not available to buy on-site however, we do have the facilities to refill bottles with water.

EdActive does not sell or supply sun cream at our venues. Please ensure your child has their own sun cream with their name on it, that they can apply themselves throughout the day to protect their skin.



**Healthy lunch  
& snacks**



**Suitable  
footwear**



**Sun Cream**



**Hat**



**Refillable  
water bottle**



**Jacket**



**Bag for  
belongings**

# Sports & Activities

Our camps offer a wide range of sports and activities. We ensure that all children have the opportunity to experience a variety of different sports and activities during their attendance.

Not all activities can be offered to children daily and will be alternated during the week.

Our timetable is available at the front desk so ask the Club Coordinator at the venue for the timetable on the day of your child's attendance.

Early Drop Off and Late Pick Up sessions will consist of structured free play. During this time the activity leaders will set up a variety of activities and allow for children to move freely between each one. The leaders will supervise and support the children at each activity if required. The group size is often considerably smaller during these times so the activities will cater for smaller groups.

The Standard Day session is when we will split into age specific groups and partake in a range of sports and activities. This will traditionally consist of fun warm up games, physical activities, arts, crafts and sports. These sessions normally last between 45-75 minutes before we stop for either a snack break or lunch. We cannot guarantee that all of the above will be delivered in one set day, but will be covered throughout the week.

## Staff Details



**ED ACTIVE**  
**MR.  
MURRAY**

CAMP MANAGER  
DEPUTY DSL  
PAEDIATRIC FIRST AIDER



**ED ACTIVE**  
**MISS.  
ROWLANDS**

CAMP COORDINATOR  
DESIGNATED SAFEGUARD LEAD  
PAEDIATRIC FIRST AIDER



**ED ACTIVE**  
**MISS  
HARRIS**

CAMP COORDINATOR  
DEPUTY DSL  
PAEDIATRIC FIRST AIDER



**ED ACTIVE**  
**MR.  
DUFFY**

ACTIVITY LEADER  
PAEDIATRIC FIRST AIDER

# Terms & Conditions

## 1 – Bookings

Payment for our Holiday Clubs must be made in advance and is non-refundable unless cancelled by EdActive. We are unable to reserve a place for you unless this has been arranged and agreed with our Customer Service Team. If for any reason, you are unable to pay for your booking prior to your course commencing, please contact us and we will work with you to find a solution.

## 2 – Childcare Vouchers & Tax-Free Childcare

EdActive now accepts Childcare Vouchers and Tax-Free Childcare payments.

To pay using this method:

- Visit our website and select the sessions you wish to book, including any Early Drop-Off or Late Pick-Up options.
- At checkout, select the Childcare Payment option to temporarily hold your place.
- You will then need to log into your Childcare Voucher or Tax-Free Childcare account and arrange payment directly to EdActive using our registered provider details.

Please note, bookings made under this payment method remain provisional until we receive confirmation of the payment. If you experience any difficulty locating us through your provider, or need help with payment instructions, please contact us and we'll be happy to help.

## 3 – Booking Confirmation

A payment receipt is issued by email upon payment by debit/credit card. For Childcare Voucher or Tax-Free Childcare payments, confirmation will follow once funds have cleared.

## 4 – Late Collection of Child/ren

If you are running late to collect your child/ren, please let us know at the earliest opportunity. We will never leave a child alone, and they will be supervised until you arrive. In the event of persistent late collection, we reserve the right to charge a late fee.

## 5 – Cancellation of a Club

### 5.1 – By EdActive

On occasion, EdActive may need to cancel or postpone a session. In the event of such cancellation, an alternative session will be offered in lieu, or a refund will be issued.



### **5.2 – By a Customer**

If your child is unable to attend a session for any reason, EdActive will be unable to issue a refund. We will, however, try—where possible—to offer an alternate session based on the reason for absence.

### **6 – Supervision and Sign-In**

EdActive will take responsibility for your child at the time specified on the Holiday Club booking confirmation. Please ensure that the child(ren) are signed in by a responsible adult unless prior written permission has been sent to EdActive.

### **7 – Personal Belongings**

EdActive does not accept responsibility or liability in respect of any loss or damage to personal property or effects.

### **8 – Photography**

On occasion, EdActive or their representative may take group photographs for promotional purposes only. If you wish to opt out of these photographs, please inform the venue coordinator or email [info@edactive.co.uk](mailto:info@edactive.co.uk).

### **10 – Behaviour and Conduct**

EdActive reserves the right to exclude any child whose behaviour we deem inappropriate. We will initially look at measures to ensure the child is able to make positive choices and remain at the club.

### **11 – Data Protection**

All data collected upon making a booking is for the sole use of EdActive and is not shared with any outside company.

## **Contact Details**

**Email:** [info@edactive.co.uk](mailto:info@edactive.co.uk)

**Number:** 07709 852234 \*

\*Please note this is a direct number to the Club Manager at the venue in case of an emergency or to gain access to the site if the parent / visitor car park gates are locked.

If you have any questions regarding the club, please email the admin team on the email listed above.

We look forward to seeing you soon

Regards

The EdActive Team

