

Welcome to Overdale Tots Holiday Club



We hope that this leaflet contains all the information that you will need. If there is anything that you are unsure of, please do not hesitate to ask **Tracey 'Owner/Manager'** or **Emz 'Administrator'** any of the members of staff who will be happy to help. The other members of staff working with the management team are Aleks, Lisa, Caroline, Leanne, Amy, Kim and Sarah. Staff are qualified to a NVQ level 3 and 2 with the Manager holds a B.A Hons degree.

You can ring the setting on 01234 327247/07510598316 between 8am till 6pm or email teaching.tots@ntlworld.com if you are interested in the holiday club for your child.

LOCATION:

We are situated in High View (off Bow Hill), in a light and airy self-contained unit with a garden and covered outdoor play area. We have our own access off High View. Our facilities enable us to have 40 children per session.

DAILY SESSIONS:

We are open: Monday to Friday 8.00am to 6.00pm all school holidays, except bank holidays.

The only time we are shut is from Christmas Eve 24th December till 3rd January.

You can book the hours that you require at £3.00 an hour. Below you will find more information.

Prices:

'All Day' 8.00-6.00 for 1 child cost **£23.00**

'All Day' 8.00-6.00 for 2 children cost **£40.00**

'All Day' 8.00-6.00 for 3 children cost **£62.00**

'All Day' 8.00-6.00 for 4 children cost **£82.00**

'Half Day' 8.00-1.00 or 1.00-6.00 for 1 child cost **£12.00**

'Half Day' 8.00-1.00 or 1.00-6.00 for 2 children cost **£21.00**

'Half Day' 8.00-1.00 or 1.00-6.00 for 3 children cost **£32.00**

'Half Day' 8.00-1.00 or 1.00-6.00 for 4 children cost **£43.00**

Hourly rates are **£3.00** per hour per child

At least half or full payment needs to be paid at the time of booking. This will secure your child's place.

Cancellations. We require 36 hours notice if you do not let us know before this we will charge £10.00 cancelation fee.

SET UP:

Overdale Tots Holiday club is registered for up to 40 children per session aged between 2years till 11 plus.

Gaming equipment.

Please ask to see our policy.

ACTIVITIES:

We provide a variety of activities every day, but we like to plan around the children's interests on a weekly basis. These may be themed days.

SNACK TIME:

We might have rolling snack through the session depending on how many children are here otherwise we will sit as a group. They will sit at the 'snack table' with some friends during this time. We promote '**healthy eating**' & will offer a variety of fruit, vegetables, bread, crackers etc. We welcome donations of snacks from parents; please look at our snack menu if you would like to donate any food. If there is a problem with your child having milk or any other food then please make sure that the staff has been informed.

LUNCH Please provide a packed lunch we encourage healthy eating 1 packet of crisps and a small sweet is acceptable and will be offered after the rest of their lunch. We offer milk & water at all lunch times. Sandwiches, yogurts etc will be put into the fridge.

COLLECTING:

Please make every effort to collect your child on time. Our insurance only covers your child during our opening hours. It is our policy to charge **£5.00** if you are later than 6pm.

HEALTH:

For protection of the other children & staff, please do not send your child to holiday club if they have an infectious or contagious illness. **Fees may still be payable.**

Outdoors: As we like to play outside, please provide a warm hat & coat for cold weather & a sun hat for when the weather is hot. We require your written permission to enable us to apply sun cream & suggest that you apply your own before each session. **Please label your child's outdoor clothing.**

Jewellery: Please do not send your child to holiday club wearing jewellery, especially earrings as it can get caught during play. If you would like any special considerations, or have any other questions about this, please do not hesitate to ask.

PREMISES:

Mobile Phones are not permitted in the main room or outside area where the children are playing.
Do not park cars in ways which may cause nuisance to others
Do not smoke on pre-school premises
Do not bring dogs onto pre-school grounds
Do not leave litter on pre-school grounds
Supervise your child before & after holiday club while on pre-school grounds – do not allow children to climb on fences/gates etc
Respect pre-school grounds & property
Respect other children & adults
Respect neighbouring properties

Thank you for taking the time to read this information, if you have any questions regarding any of the above, please does not hesitate to come and speak to one of the staff. We will be only too willing to help.

We do hope that your child has a happy and fun time with us at Overdale Tots.