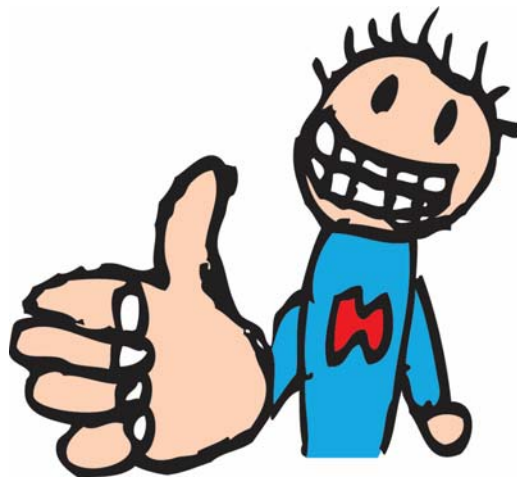




KING HENRY VIII PREPARATORY SCHOOL

HOLIDAY CLUBS



PLAY CLUB

Nursery - Year 2

Playclub takes place at the Early Years Centre on the Swallows site. Activities available are mainly arts and crafts based, but some sports activities are also on offer. Each session offers care in a relaxed, safe and happy environment.

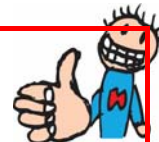
SPORTS CLUB

Year 3 - Year 6

Sports Activities take place at the Swallows site (children occasionally may be taken to the Hales site for some activities during the day). A variety of sports are played and the basic skills are covered. Enjoyment and a holiday atmosphere will feature strongly in every session.



HOLIDAY CLUBS



Holiday Clubs Information

- All lead staff in Play Club are qualified to NVQ Level 3 standards and have many years experience in the field.
- In Sports Activities Club, senior staff will be suitably qualified and have many years experience in a wide range of sporting activities.
- Children should arrive no later than 9.15am.
- We ask that parents and carers are prompt when collecting their child or children at the end of the day, either 16.30 or 17.30.
- Parents and carers must sign their child or children in and out of Play Club.
- If your child is to be collected by a different adult, please inform the member of staff when signing them in. If the person has not collected before, a password will be issued.
- Fire Evacuation Drill will take place during each Holiday Club.
- All activities and practical experiences will be fully supervised.
- Children who attend Nursery will not take part in swimming activities.
- Parents of children who have special needs should advise the School of these needs at least 10 working days prior to their child attending so that representatives of the school can discuss requirements and suitable support can be put in place. Parents of children who require 1:1 support will be charged extra.
- Parent/carers must inform staff each day if children are not attending Holiday club for any reason.
- In accordance with our Holiday Club policies, children who have been sick or had diarrhoea should not attend Holiday Club until at least 48 hours after their last bout.

Holiday Clubs Charges

	TIMES	COST
Holiday Club Day	08.00 – 16.30	£25.00
Holiday Club Day & Aftercare	08.00 – 17.30	£30.00
Additional charge made for every 10 minutes beyond 17.30		£10

Registration Forms and Full payment must be made prior to the first day of the Holiday Club.

Children will no longer be able to be registered on the day.

Children in Year 7 and above are no longer eligible for enrolment onto this scheme.

Ways to Pay:

Cash – NOT ACCEPTED

Cheque - made payable to Coventry School Foundation.

Childcare vouchers - may be used as full or part payment of charges. (When using vouchers, booking must be made at least one week prior to the start of the holiday.) **We are known as Bright Futures Nursery with most voucher providers.**

Credit/Debit Card – Please complete a “Card payment form”

Holiday Clubs Contacts

Should you need to contact a member of staff during Holiday Clubs hours please see below:

PLAY CLUB

Swallows Reception Office : 02476271307
 Early Years Centre 76271326 (**Holiday time only**)
 Mrs Natasha Cagribay 07592547424 (mobile)
 Email:
 Mrs Natasha Cagribay
Cagribayn@khps.co.uk

SPORTS ACTIVITIES

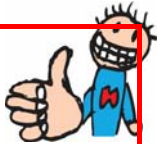
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 Email:
 Mrs Natasha Cagribay
Cagribayn@khps.co.uk

Play Club and Sports Activities are administered by Holiday Clubs, KHPS, Swallows Campus, Kenilworth Road, Coventry CV3 6PT





HOLIDAY CLUBS



Enrolment Form

Please complete this form in BLOCK CAPITALS for the person attending.

Child Details

Name

Date of Birth

Gender

School

Current School Year.....

Doctor

Surgery

Tel.

Parent or Carer Details

Name.....

Address.....

.....

.....

Email.....

Mobile Tel.....

Home Tel.....

Work Tel.....

Emergency Contacts

We require at least two alternatives to the parent/carer's contact details

Name	Contact Number	Relationship to child
.....
.....

Medical and Behaviour Information

See separate sheet for medication details:

medication details:

Please inform us of any relevant medical or behaviour information e.g. allergies, dietary problems, history of difficult behaviour, ADHD, toilet requirements (use separate sheet if necessary).

I give permission for my child to receive urgent medical treatments YES/NO

If there are any treatments you wish your child not to receive, please specify them here:

PARENTAL CONSENT

YES/NO I give permission for my child to be included in promotional photographs (which may be taken at Holiday Clubs).

YES/NO I give permission for my child to be taken between sites (Swallows and Hales) by minibus or on foot.

YES/NO I give permission for my child to participate in swimming sessions.

Swimming Ability:

- New to swimming
- Swim at least 25m on front and back and tread water for 2 mins
- Swim at least 10m unaided front and back
- Requires arm bands/body belt

Swimming is not available to Nursery children.

Signed (Parent or Carer)Date

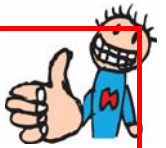
How did you hear about us? Please circle:

- Website
- School Newsletter
- Banner
- Recommendation





HOLIDAY CLUBS



Medication Form (to be completed if applicable)

Please complete this form in BLOCK CAPITALS for the person attending.
Please present this completed on the first day of Holiday Club (do not return by post).

Important Notes

- No medication can be given without the parent's permission and signature.
- All medication must be prescribed by a doctor and is to be clearly labelled with the name of child and if refrigeration is required.

Details of Pupil

Surname Forename..... DOB.....

Address.....

Condition or illness.....

Medication Authorisation

Type of Medication..... Date dispensed.....

Number of days required.....

Dosage..... Timing..... Special Precautions.....

Side Effects..... Procedures to take in an Emergency.....

I understand that I must deliver the medication personally to the Manager and accept this is a service which the school is not obliged to undertake.

Signed (Parent or Carer)..... Date

Relationship to Pupil..... Daytime Telephone Number.....]

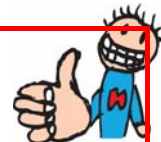
Medication Record: To be completed during the day and signed by the parent/carer at the end of each day.

DATE	MEDICATION	DOSAGE	TIME	ADMINISTERED BY	PARENT/CARER SIGNATURE





HOLIDAY CLUBS



Key Activities at our October Half Term Play Club

Monday 21st October – the children will be colouring a Woodland Animal Mask using pre designed masks, elastic and felt tip pens.

Tuesday 22nd October – the children will be making a Leafy Hedgehog using a pre – cut foam hedgehog PVA glue and pre-cut leaves, pom-pom and a ribbon

Wednesday 23rd October – the children will be making Sparkler Biscuits using flour, butter, Caster Sugar, Icing Sugar and hundreds and thousands

Thursday 24th October – the children will be making a Bat Jump Up using pre-cut foam bats, spring, eyes and sparkly wings

Friday 25th October – the children will be colouring a Halloween Wreath using pre-designed wreaths and felt tip pens

Play Club Activities – always available

Table top toys, large construction and action figures
Puzzles
Cutting and sticking
Computer Activities
Outdoor play
Swimming from Reception Year upwards

Games
Play dough
Free Painting
Soft Play
Sports Activities

What to Bring on the Day (Please ensure that your child is in by 9.15 a.m.)

A morning snack and packed lunch including a drink. **Please note that no nuts, sesame seeds or kiwi fruit should be brought to Holiday Club.**

Swimming kit, including a towel and swim cap (NOT NURSERY CHILDREN)

Suitable footwear and clothing for activities.

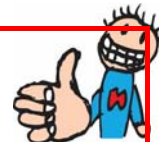
Handheld games can be brought to Holiday Club, however, they are the responsibility of your child and Holiday Club will not be liable for loss or damage.

Completed Medical Form (if applicable).





HOLIDAY CLUBS



OCTOBER HALF TERM PLAY CLUB NURSERY TO YEAR 2

Booking Form

Please indicate which sessions are required.

Child's Name..... Current School Year.....

DATE	8.00AM - 4.30PM £25.00	8.00AM – 5.30PM £30.00	COST PER DAY
Monday 21 st October			
Tuesday 22 nd October			
Wednesday 23 rd October			
Thursday 24 th October			
Friday 25 th October			
TOTAL AMOUNT DUE			

Please tick method of payment:

CASH NO LONGER ACCEPTED

- CREDIT/DEBIT CARD – Please complete a “Card Payment Form”.
- CHEQUE - made payable to Coventry School Foundation. Please write your child’s name and dates booked for Play Club on the reverse.
- CHILD CARE VOUCHER (Booking to be made at least one week prior to the start of the holiday using this method.)

Name of voucher provider.....

Spaces are limited, please book early to avoid disappointment.
All bookings must be paid for in advance and returned with the Booking and Enrolment Forms by
Wednesday 16th October to:

Holiday Clubs
King Henry VIII Preparatory School
Swallows Campus
Kenilworth Road
Coventry
CV3 6PT

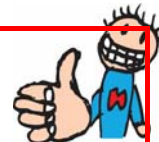
Signed (Parent or Carer)..... Date

The organisers reserve the right to cancel dates up to two weeks before if the numbers do not reach the minimum requirements, in which case a full refund of fees will be made.
Coventry School Foundation does not insure pupils against illness, theft or loss of personal effects. However the foundation has cover in respect of normal claims arising under the terms of its Public Liability Policy. **Refunds will only be considered due to serious illness or injury and when supported by a Doctor’s note. Similarly, payments for bookings may not be credited or transferred to future Holiday Clubs.** Early Years Registration Number: EY249062)





HOLIDAY CLUBS



Key Activities for Sports Club

A range of exciting team and individual indoor and outdoor activities will be played throughout the day.

Some of these activities are listed below:

Dodgeball	Football	Rounders	Swimming
Tennis	Softball	Touch Rugby	
Uni-Hoc	Basketball	Badminton	
Netball	Handball	Cricket	

What to Bring on the Day

Please ensure that your child is in by 9.15 a.m.

A morning snack and packed lunch including a drink. **Please note that no nuts, sesame seeds or kiwi fruit should be brought to Holiday Club.**

Sports footwear (trainers and/or football boots).

A spare set of clothes.

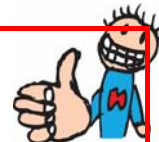
Handheld games can be brought to Holiday Club, however, they are the responsibility of your child and Activities Club will not be liable for loss or damage.

Completed Medical Form (if applicable).





HOLIDAY CLUBS



OCTOBER HALF TERM SPORTS ACTIVITIES

YEAR 3 TO YEAR 6

Booking Form

Please indicate which sessions are required.

Child's Name..... Current School Year.....

DATE	8.00AM - 4.30PM £25.00	8.00AM – 5.30PM £30.00	COST PER DAY
Monday 21 st October			
Tuesday 22 nd October			
Wednesday 23 rd October			
Thursday 24 th October			
Friday 25 th October			
TOTAL AMOUNT DUE			

Please tick method of payment:

CASH NO LONGER ACCEPTED

CREDIT/DEBIT CARD – Please complete a “Card Payment Form”.

CHEQUE - made payable to Coventry School Foundation. Please write your child's name and dates booked for Play Club on the reverse.

CHILD CARE VOUCHER (Booking to be made at least one week prior to the start of the holiday using this method.)

Name of voucher provider.....

Spaces are limited, please book early to avoid disappointment.

All bookings must be paid for in advance and returned with the Booking and Enrolment Forms by Wednesday 16th October to:

Holiday Clubs
King Henry VIII Preparatory School
Swallows Campus
Kenilworth Road
Coventry
CV3 6PT

Signed (Parent or Carer)..... Date

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Early Years Registration Number: EY249062)



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