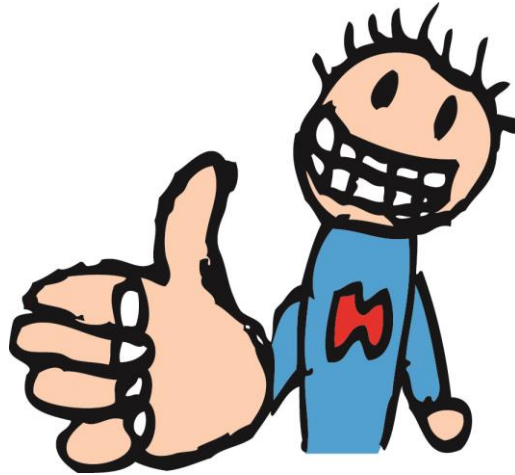




KING HENRY VIII PREPARATORY SCHOOL

HOLIDAY CLUBS



PLAY CLUB

Nursery - Year 2

Play club 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

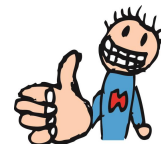
Year 3 - Year 6

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.

Please note: due to the current situation with Covid-19 Holiday Club will be open to Coventry School Foundation children ONLY and must be pre-booked. There will be NO walk ups accepted on ANY day.



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, staff will be suitably qualified and have run a wide range of sporting activities for this club before.
- 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 the Clubs.
- 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.
- Children should be toilet trained before attending Holiday Clubs.
- All activities and practical experiences will be fully supervised.
- 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.
- **If they develop any one of the Covid 19 symptoms, please keep them at home and follow isolating/testing advice. Likewise, if they develop any one of the symptoms while attending their club, staff will isolate them and stay with them until they can be collected from the site as soon as a parent is able.**
- Opening times are **8am** till **5.30pm**

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 or part thereof 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:

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

Early Years Centre 76271326 (**Holiday time only**)

Mrs Natasha Cagribay 07592547424 (mobile)

Email:

Mrs Natasha Cagribay

Cagribayn@khps.co.uk

SPORTS ACTIVITIES

Early Years Centre 76271326 (**Holiday time only**)

Mrs Natasha Cagribay 07592547424 (mobile)

Email:

Mrs Natasha Cagribay

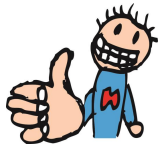
Cagribayn@khps.co.uk

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





HOLIDAY CLUBS



Wednesday 2nd June - the children will be decorating a wooden ruler, stained glass flower window decoration or a flower sheep using felt tip pens, glue, tissue paper, pre-cut leaf shapes, pre-cut sheep and flowers.

Thursday 3rd June - the children will be making a Jungle Crown or a Day of the Dead decoration using pre-cut shapes, pre-designed crowns and glue.

Friday 4th June - the children will be making a Fairy Tale Keyring or a Woodland Animal Bookmark using pre-designed wooden keyrings, pre-cut foam shapes, glue and felt tip pens.

Play Club Activities - always available

Table top toys, large construction and action figures

Games

Puzzles

Cutting and sticking

Computer Activities

Outdoor play

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 the Clubs.**

Suitable footwear for activities.

Warm coats for outdoor play.

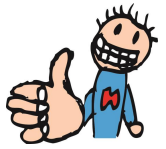
Completed Medical Form (if applicable).

Children are no longer permitted to bring handheld games, tablets or ipads to Play club





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

Touch Rugby

Tennis

Softball

Badminton

Uni-Hoc

Basketball

Cricket

Netball

Handball

Rounders

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.

Warm coat for outdoor play.

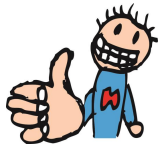
Completed Medical Form (if applicable).

Children are no longer permitted to bring handheld games, tablets or ipads to Sports club





HOLIDAY CLUBS



JUNE 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
Wednesday 2 nd June			
Thursday 3 rd June			
Friday 4 th June			
TOTAL AMOUNT DUE			£

Please tick method of payment:

- 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.....

All bookings must be paid for in advance and returned with the Booking and Enrolment Forms by Monday 24th May to:

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

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

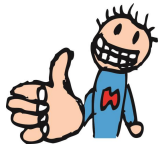
The organisers reserve the right to cancel dates up to two weeks before if the numbers do not reach the minimum requirements, in which case a full refund of fees will be made.

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



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).

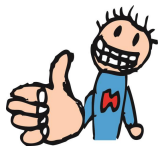
YES/NO I give permission for my child to be taken between sites (Swallows and Hales) by minibus or on foot.

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





HOLIDAY CLUBS



JUNE 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
Wednesday 2 nd June			
Thursday 3 rd June			
Friday 4 th June			
TOTAL AMOUNT DUE			£

Please tick method of payment:

- 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.....

All bookings must be paid for in advance and returned with the Booking and Enrolment Forms by Monday 24th May 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.

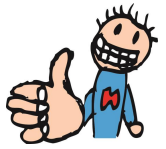
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Play Club and Sports Activities are administered by Holiday Clubs, KHPS, Swallows Campus, Kenilworth Road, Coventry CV3 6PT



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:

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).

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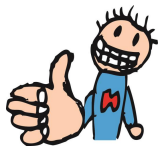
YES/NO I give permission for my child to be taken between sites (Swallows and Hales) by minibus or on foot.

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





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.....

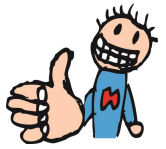
Medication Record: To be completed during the day and signed by the parent/carer at the end of each day.

DATE	MEDICATION	DOSAGE	TIME	ADMINISTERED BY	PARENT/CARER SIGNATURE





HOLIDAY CLUBS



Credit/Debit Card 2020/21

Name (Mr/Mrs/Miss/Ms) _____

Address _____

Post Code _____

Contact Tel No: _____

Pupil/s Name/s _____ School: _____

Fee Invoice No _____ Amount Payable: £ _____
Trip Name/ _____

Bus Pass/ _____

Exam Entry/A N Other _____ Amount Payable £ _____

Ledger Codes _____ Receipt requested

TOP SECTION TO BE RETAINED BY CSF AS RECORD OF PAYMENT



Please Debit my:

Debit Card Credit Card Receipt (if requested)

Master Card Visa Switch

Fee / Payment: £ _____

Switch Issue No. _____

Credit Card Number/Switch Number _____ Security Number (last 3 digits) _____

Expiry Date: _____ Maestro Start Date: _____

BOTTOM SECTION TO BE DESTROYED ONCE PAYMENT HAS BEEN PROCESSED

