



Toad Hall Nursery, Edney's Hill, Wokingham, Berkshire, RG41 4DS

Tel: 0118 9776200/ Email: toadhall_70@hotmail.com

Holiday Club

When: October Half Term 2020

Where: Toad Hall Nursery (please see below for session times and cost)

Age Group: 4 - 11 years (children attending must be registered at a school)

| Time | Cost | What does this include? |
|--------------|------|---|
| 8am - 1pm | £18 | Includes all snacks and hot lunch |
| 1:30pm - 6pm | £16 | Includes all snacks and cold tea |
| 8am - 4.30pm | £27 | Includes all snacks and hot lunch |
| 8am - 6pm | £30 | Includes all snacks, hot lunch and cold tea |

Every day in the holiday club play workers plan special activities for the children - but children can also follow their own choices, make their own decisions, make friends, and play freely without adult intervention if they wish. Children attending the club are housed in their own room in our Preschool Unit and have access to their own large outdoor play area, which has large and small play structures as well as bikes and quiet areas for activities such as painting, construction and den building. Each child will be allocated their own key person to ensure their welfare. Please fill out and return the attached registration form to reserve a place for your child (ren)

Registered with Ofsted we can cater up to 15 children within our holiday club. The holiday club is managed by our nursery manager and deputy manager who are along with staff working within the club qualified to an NVQ Level 3 in Early Years, as well as Paediatric First Aid trained and have received Safeguarding training.

Toad Hall Nursery is a privately owned children's day nursery and holiday club that has been opened since 1995 and is set in two acres surrounded by farmland.

Our Activities include a range of craft activities, games, opportunity to go on trips, face paint, Football dodge ball, clue trail, making dens and much more.

All Activities are included in the price of the club but trips are an additional cost depending on the trip.

Toad Hall Holiday Club Parent Contract

This contract has been devised in conjunction with the proprietor Maureen Ackroyd and the Management Team who have the responsibility for the daily implementation of all the procedures.

IT IS AGREED BETWEEN BOTH PARTIES THAT:

Child Protection - Parents/ carers must notify staff of any injury sustained by their child outside the club in order to establish the injury did not occur whilst in our care. In turn staff will provide information on any accidents or injuries which may have been sustained whilst in our care. We are obliged to inform Social Care of any child protection or Safe Guarding Children concerns about the children in our care. Your child will not be permitted to leave the club with anyone other than yourselves without prior arrangement. In the case of an emergency you should contact the club with details and perhaps give a password.

Holiday Club Fees - Fees must be paid in full two weeks in advance of your child's first day at the club. We accept childcare vouchers and fees can be paid via cheque/cash or bank transfer. Charges will be made for trips your child participates in. Payments for trips must be made prior to the trip taking place. Trips will be advertised two weeks prior to the holiday club commencing.

Failure to pay fees on time - If fees are not cleared by the end of the holiday club a £10 late Payment fee will be added to your child's account in order to cover our administration fees. A further £10 will be added each week until the debt has been cleared for the previous month. Failure to settle debts will result in court action where you will be liable for all costs.

Holidays & Absences - Parents are expected to pay in full for any absences and expected to pay for any sessions that are booked. Fees paid are non-returnable for absence from a pre-booked session. There will be no charge for bank holidays. It is vital that you let us know if your child is unable to attend any sessions booked.

Sickness & Medication - We have the right to exclude your child if they are unwell or suffering from any contagious diseases. If your child falls ill during the session we would appreciate your co-operation in collecting your child promptly. 48 hours is the compulsory duration in which we cannot accept children into our setting if they have suffered from sickness, diarrhoea (48 hour exclusion from last onset of symptoms), conjunctivitis or any other highly contagious illness. Children requiring prescribed antibiotics must be excluded until 24 hours after the first dose has been given. Prescribed medication can be administered providing during sessions providing the correct procedure is followed (as outlined in our medication policy and procedure). We also reserve the right to summon whatever medical attention thought necessary in an emergency or case of severe illness.

Late Collection Fee - A late charge of £10 per 15 minutes the child is late being collected will be charge to the bill payer.

Change of Details - It is very important that you let staff know if you have any changes of address, telephone numbers (including mobiles), doctors, email address etc.

Cancellations - All holiday club bookings must be paid for including trips due to pre booking and paying. Fees paid are non-returnable.

Parents Signature:

Print Name:

Date:

NOTE: OUR POLICIES AND PROCEDURES CAN BE VIEWED AT ANY TIME. PLEASE ASK FOR A COPY IF YOU WOULD LIKE TO READ THEM IN FULL.



Toad Hall Nursery Ltd, Edney's Hill, Wokingham, Berkshire, RG41 4DS

Tel. 0118 9776200

Toad Hall Holiday Club Booking Form - October 2020

(Please use one booking form per child)

Child's Full Name:

Child's DOB:

Address:

Postcode:

Child's School:

Parent's Name:

Contact Number:

Email Address:

Please indicate your preferred method of communication: **Email/Post**

Please tick the sessions you wish to book for your child to attend the holiday club using the box below to indicate the sessions you wish to book using the key below:

All Day (AD)

School Day (SD)

Morning (Am) Afternoon (PM)

| Monday 26 th | | Tuesday 27 th | | Wednesday 28 th | | Thursday 29 th | | Friday 30 th | |
|-------------------------|----|--------------------------|----|----------------------------|----|---------------------------|----|-------------------------|----|
| AM | AD | AM | AD | AM | AD | AM | AD | AM | AD |
| SD | PM | SD | PM | SD | PM | SD | PM | SD | PM |

Payment Details:

All Day (AD) 8am to 6pm - £30 (including breakfast and cooked lunch and cold tea)

School Day (SD) 8am to 4.30pm - £27 (including breakfast and cooked lunch)

Morning (Am) 8am to 1pm - £18 (including cooked lunch)

Afternoon (PM) 1:30pm-6pm - £16 (including cold tea)

A sibling discount of 10% for children with siblings attending Toad Hall Nursery or attending the holiday club. Only one sibling discount on the oldest child will be given during each session booked.

Please return the booking form to Toad Hall Nursery, Edney's Hill, Wokingham, Berkshire, RG41 4DS for the attention of Catherine Treglown, along with a signed copy of the parent contract.

Sessions will be confirmed within 7 days of receiving your booking form. Payment will be required two weeks prior to your child's first session to secure your child's place. We will contact you via email or post (depending on your preferred choice of communication) to confirm your booking. Should we be unable to book any of the sessions you require we will contact you by telephone to discuss the options we have available.

Please ask for Catherine Treglown or Sarah Lovell should you have any queries. Both are available Monday to Friday 8am-6pm on 0118 9776200 or alternatively contact us via email on toadhall@weycp.org.uk Emails are picked up daily.