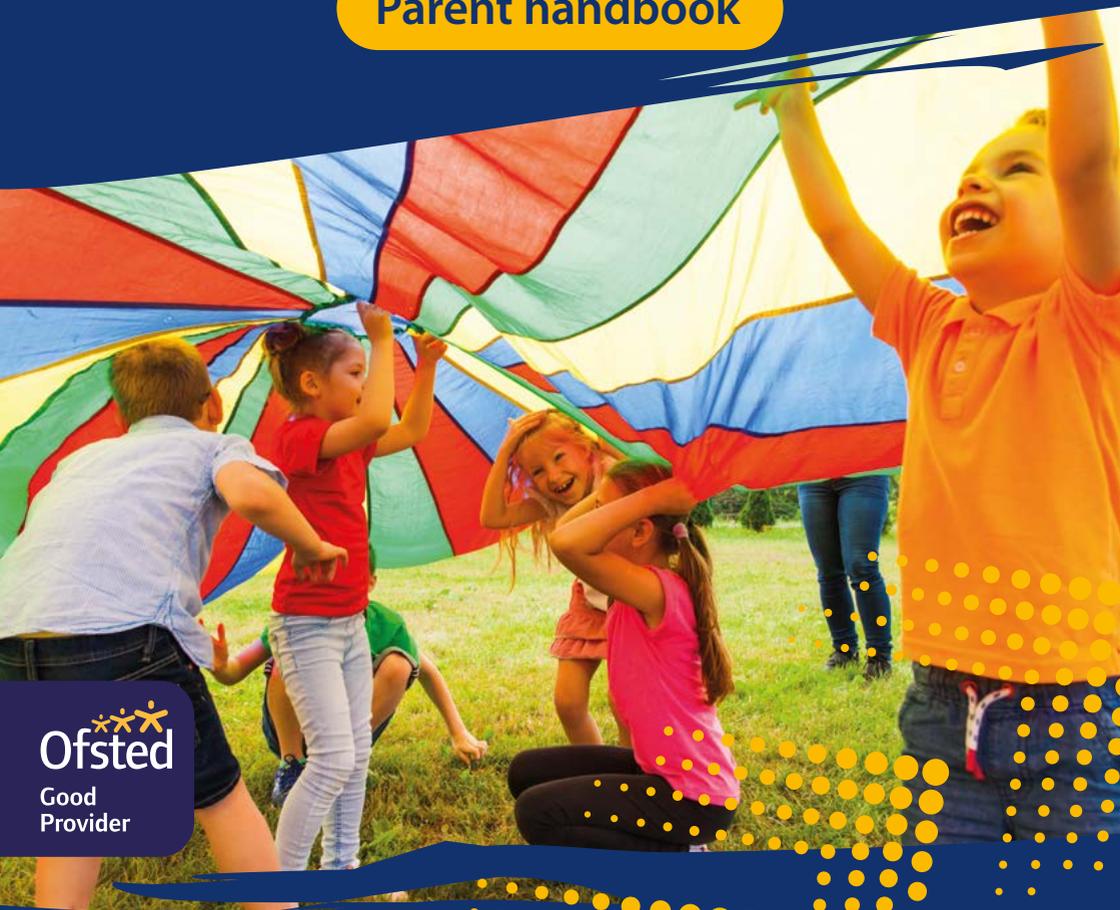


Welcome to  
**Wollaton Holiday Club**

by

**YMCA** | childcare

**Parent handbook**



**Ofsted**  
Good  
Provider

Dear Parent/Carer,

## Thank you for choosing Wollaton Holiday Club!

We are incredibly excited to welcome your children to our brilliant club this school holiday. Our staff have plenty of extraordinary activities planned - We can't wait to meet you or welcome you again!

Everything you need to know is covered in this handbook, but if you have any questions, just call us on 0115 711 7006.

We can't wait to meet you!



**Cath Shotton**  
Assistant Operations Manager - Early Years and Childcare

## Our Core Values

Our core values run through everything that we do; every programme and every activity aims to encourage these values in the young people of Nottinghamshire. At Wollaton Holiday Club, we give out core values awards at the end of each week to the young people who have demonstrated the most caring, honesty, respect and responsibility.



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## Drop-off & Pick-up

### Wollaton Holiday Club runs from 8am-6pm every week day.

Please accompany your child onto the site where you will be required to sign them in with a member of the team. If your child has any medication with them please let us know at this point. If you are travelling by bus, the nearest bus stop is Eton Grove (Stop WO02). If your child has any additional needs, please phone Cath Shotton on 07787 178 269 to make sure we meet your needs.

### Arriving at Wollaton Holiday Club

There will be staff on site from 8am to make sure everyone is ready for the day's activities. Play Leaders will welcome the children, introduce them to the group and show them around the site.

We will show children where they can keep their belongings and also explain how we'll be moving around throughout the day. Please encourage your children to make sure they ask lots of questions if they don't understand anything!

**Address: Wollaton Holiday Club, Middleton Primary and Nursery School, Harrow Road, Wollaton Park, Nottingham NG8 1FG**

### Leaving Wollaton Holiday Club

We won't let any child leave without a designated adult. If someone else is picking up your child from site, please make sure:

- You have filled out a designated person for pick up form. This was on the booking form but please ring 0115 711 7006 if you are unsure.**
- You let the Play Leader know on the day.**
- The designated adult has your collection password.**
- Your child knows who is going to be picking them up.**

If you would like your older children to make their way to and from the club by themselves, we'll need your written permission before your booked days/week begins. You can send this to [childcare@nottsymca.org](mailto:childcare@nottsymca.org) and we'll let you know that we have received it. When children leave by themselves, we will text you to let you know.

### Parent/Carer pick up **Pick up until 18:00**

If you are going to be late please let us know on: **07398 388 073**. We charge £5 followed by £5 for every 5 minutes that you are late. We discourage appointments and early collection as it disrupts the day for both your child and other children at the site.

## Keeping healthy & safe

The health and safety of every child is our primary concern at all times. By following our guidelines on medication and illness you can help keep our clubs safe for everyone.

### Medical authorisation

We need your permission before we can administer your child with any medication. This must have been prescribed by their doctor, dentist or nurse. You will need to complete a medication administration form on the first day your child attends the club.

We can only administer medication if it is in its original container with the following information:

- Child's name
- Date of prescription
- Prescription's expiry date
- Name of pharmacist
- Correct dosage instruction

### Illness, accidents and emergencies

Please don't bring your child to Wollaton Holiday Club if they are not feeling well. Call us to let us know on **07398 388 073**.

In the event of an accident or sudden illness, the club staff are equipped with the training and supplies to administer first aid. If the situation warrants further attention, emergency services will be contacted. You will be notified, by phone, if any injury or illness requires medical attention or if your child needs to be picked up. If we can't contact you, the emergency contact person that you have indicated will be notified.

### COVID-19

We adhere closely to the latest government guidelines at all times. Our team support children to stay safe, with regular cleaning and handwashing. **Please do not bring your child if they are displaying symptoms of COVID-19.**



### Safeguarding

YMCA take our duty of care very seriously and have robust safeguarding processes in place. If you would like more information, please email [childcare@nottsymca.org](mailto:childcare@nottsymca.org).

# What to expect at Wollaton Holiday Club

**Hello everyone!!**

My name is James and I'm the Senior Play Leader here at Wollaton Holiday Club.

We have SO many fantastic things planned for your time with us, and I'm super excited to get started with you!

See you soon, James



## Example timetable

### AM

Sign in  
Morning Rally  
Circle Games  
Break  
Archery

Lunch Time

### PM

Hockey  
Drama  
Break  
Construction  
Cosmic Yoga  
Closing Rally & Core  
Value Awards

Every week we have a new theme  
Under the Sea, Circus, the Olympics, Nature and so many more!

## Activities

At our club, we provide children with a huge variety of physical games, artistic projects and experiential learning to encourage growth, confidence building and cognitive development. We make sure all children have a brilliant time with us and we always welcome feedback from children and families to further improve our programmes.

### Wollaton Park

Taking advantage of our brilliant location, we will take children out on local day trips. Middleton Primary School is based on the edge of Wollaton Hall and Deer Park, where we go to show children the incredible historical house, gardens and local wildlife. We also play games in the park!

### Arts and Crafts

We get children involved with a variety of artistic methods; painting, collage, clay modelling, decoration making and sketching. There's no crafts project too big for our Play Leaders!

### Swimming

We love going swimming! Ever Monday, Wednesday and Friday we take a coach to The Portland Centre for our very own sessions.

Children take part in a fun swimming test at the beginning of the week, and all children are supported by our team and the pool lifeguards throughout.

**Remember to pack your swimming kit!**

STEAM is a hands-on approach to learning that using Science, Technology, Engineering, Arts and Mathematics.



It involves using fun, interactive projects to show children how these subjects work in the real world! The activities help to encourage creativity, imagination building, critical thinking, and teamwork.

We provide STEAM session and projects at both our term-time and holiday childcare clubs, giving children the chance to learn about exciting career paths while learning new skills in an interactive, practical way.

### Outdoor and indoor sports

In the warmer months, we make use of the brilliant outdoor space at Middleton Primary and Nursery School, playing football, cricket, rounders and loads more outdoor sports. We also try our hand at orienteering and outdoor team building challenges.

# What to bring and being prepared

## Lunch, afternoon snacks and allergies

Please let us know if your child has any allergies.

Your child will need a water bottle, a packed lunch and plenty of healthy snacks to keep them fuelled for the whole day. Fresh drinking water available all day.

Food must be non-perishable as no refrigeration is available. Please add an icepack to your child's lunchbox, especially in summer.

## Sun cream

If the sun comes out we'll help your child apply suncream. This will be done by a member of staff. Please let the Play Leader know if you would rather we didn't apply suncream to your child. We provide sun cream, but if your child has any allergies please ensure to pack your own.

## Labelling

Please mark all personal items, including clothes and packed lunches, with your child's name. Nottinghamshire YMCA is not responsible for lost, misplaced or stolen items but we'll do our best to make sure your child leaves with everything they arrived with (apart from their lunch!).



## What to bring

- Packed lunch
- Clothes that can get a bit messy
- Sensible shoes for running around
- Water bottle
- Waterproofs
- Swimming kit\*
- Sun cream and hat

## What not to bring

Children won't need to bring toys, jewellery, electronics, phones or games to the club. There's so much to do already! Please also avoid wearing wheeled shoes or flip flops.

YMCA cannot be responsible for anything lost or broken while with us.

# Communication, feedback and complaints

Wollaton Holiday Club Ofsted Number: EY468606

We would love to hear your feedback. Of course, our staff team are always happy to listen to your concerns or thoughts at arrival and collection time. If you require a longer chat just let a member of staff on site know to arrange a time or call Cath Shotton on **07787 178 269**.

At the end of the week, you'll receive a short email survey to share your feedback with us.

Our staff love to hear how your children have got on, so please give a mention to any staff who have made your time special.

Alternatively, you can write a letter and return it another day or pop it in the post to head office:

**YMCA Childcare,  
NVAC, 7 Mansfield Road,  
Nottingham, NG1 3FB**

## Our complaints policy

If you have concerns about the quality of the care your child is receiving, it is usually best if you discuss it with us. Contact Cath our Assistant Operations Manager - Early Years and Childcare on **07787 178 269**. If you are a parent/carer and cannot resolve your concern through discussion, you can send your formal written complaint to **childcare@nottsymca.org** or by post to the address above or ask for our Complaints procedure on the parents noticeboard on site.





**Our mission**, based on Christian values, is to develop the **mind, body and spirit** of individuals, families and communities, and improve health and well-being for all.



# Our other services

## YMCA Camp Williams

Our action-packed school holiday day camp for 4-15 year olds! Children have the chance to play team games, get involved with camp rallies and learn new skills – from cooking to climbing, skateboarding to game design.

**When?** Every school holiday **Where?** The Nottingham Emmanuel School, with bus pick-ups throughout Nottingham



## YMCA Adventure Guides

A family programme designed to strengthen bonds between parents and children through exciting outdoor expeditions and adventures!

**When?** Monthly expeditions + summer camping weekends  
**Where?** All over Nottinghamshire



## Y's Girls Mentoring

A national programme pairing brilliant mentors with young women aged 9 – 14 at risk of developing mental health challenges.

**When?** From Summer 2021  
**Where?** Across Nottinghamshire