



eaton vale

scout and guide activity centre

Thank you for booking with Eaton Vale Scout and Guide Activity Centre.

Your young person will participate in a variety of activities over the course of their time at our Holiday Club.

We understand that the information below is lengthy, however we ask that you take the time to read this as it is essential in ensuring that we offer a safe provision for young people.

We ask that you share this information with your young person in advance of the provision so that they know what to expect.

Registration

Registration will begin every morning from 8:45 am and finish at 9:00 am. Please note, we cannot accept arrivals prior to this point.

On arrival, please aim for the gate by the dragon where a member of staff will be available to greet you. Once your young person has been checked in, they will independently make their way to the far side of site where our team will be available to greet them.

Pick-Up

Pick-up time is between 4:00 pm and 4:30pm.

Again, please aim for the gate by the dragon where a member of staff will be available to meet you. Once we have confirmed your identity, we will radio our staff team and they will advise your young person to walk back across site to meet you.

Please note, we will require proof of identification upon pick-up. Identification that will be accepted is passport, driving licence, and credit/debit cards where your name is stated. If you wish to have someone other than the next of kin pick up your young person/persons, we will require notice at registration that morning.

Daily Schedule

Each day on Holiday Club will be really varied and could be very different.

The activities that young people will take part in will be planned around the qualifications of the instructors running the provision that day, alongside the weather forecast. We also fit our Holiday Club provision in around any other bookings that the centre has that day therefore it is impossible to say what activities we will be doing each day.

Young people will be split into groups for these activities. We may not keep sibling together and there may be times where to ensure ratio's we need to split up large friendship groups. However, there is plenty of free time during the day for young people to still spend time together.

A standard day may look like this

- 8.45 – 9.00: Registration
- 9.00 – 12.00: Activity sessions including a break
- 12.00 – 1.00: Lunch and free time
- 1.00 – 3.45: Activity sessions including a break
- 3.45: - Shop and free time
- 4.00 – 4.30: Pick-up time

Kit List

Please find below an essential kit list. Please note that there will be outdoors **WHATEVER THE WEATHER** and young people will have a far more enjoyable day if they are dressed for it. Weather in October can be unpredictable so please ensure that young people have everything on the list.

Please ensure that you check the forecast each day and ensure that young people are dressed appropriate. Young people **MUST** have a full change of clothes each day.

Wear

- Clothing you can get dirty and is suitable for the weather conditions that day.
- Outdoor shoes. (Site can be wet especially first thing in the morning, and we would therefore advise that young people wear suitable outdoor shoes [such as boots] as having wet feet all day is miserable)
- Weather suitable coat
- Gloves and hat

Bring

- A **complete** change of clothing (including underwear and shoes) and a spare bag to put wet clothes into
- A towel
- A spare jumper
- A refillable drinks bottle
- Lunch and snacks as needed
- Shop money (see below – a few £1's will be plenty)

Lunch

Every young person will need their own packed lunch. Please bring enough food to last them through an active day.

Shop

We have a simple shop. It will sell Eaton Vale merchandise and a small selection of sweets/crisps. A few £1's will be plenty and we do limit the amount that young people can spend on food and drink.

Mobile Phones

We do not allow young people to use their mobile phones whilst on holiday club. If your young person does bring a phone with them, it will need to remain in their bag for the duration of the club. Please can you ensure that young people are aware of this expectation before the start of the session. If you need to get in touch with your young person during the day, please contact the main office.

First Aid and illness

If it becomes necessary for a young person to receive emergency medical treatment and you cannot be contacted you understand that by signing your young person up that, you authorise for this to take place as deemed necessary by the medical authorities present at the time.

To help keep young people healthy and minimise infection, we do not expect young people to attend the provision if they are unwell. If a young person is unwell, it is in their best interest to be in a home environment with adults, they know well rather than at a club with their peers and unfamiliar adults.

Safeguarding

Eaton Vale Scout and Guide Activity Centre is committed to Safeguarding and promoting the welfare, both physical and emotional of every user of our centre. We have a legal obligation to act if we are concerned about the safety and welfare of young people who use our provision.

Behaviour management

We will promote and actively encourage good behaviour by leading by example with staff respecting each other and young people. We will establish clear boundaries according to young people's level of understanding.

Families are expected to provide suitable detail in terms of behavioural traits of young people when registering young people or when there is a significant change.

We reserve the right to cancel a child's place if their actions are putting others at risk.

Medication

We will administer medication only to a young person if it has been prescribed by a doctor for that young person. We will require written instructions regarding how to administer it, and an appropriate medical form will need to be completed on arrival. If you could advise prior to booking if you are aware that this will be the case, we will ensure that we have the correct forms to hand for your arrival.

Cancellations:

Unfortunately we are not able to offer refunds for dates booked that young people are not able to attend.

If you have any questions about your booking, please contact us quoting your booking reference.