



### **How to book:**

- In the first instance, please contact the office to ascertain availability of places at our Easter Camp on **0131 659 7771** or by email at [info@skoolisout.com](mailto:info@skoolisout.com)
- Upon confirmation of availability please return your completed booking form along with full payment within three days of your initial enquiry in order to confirm your place at our Easter Camp.
- We cannot accept reservations for places at our holiday camps – if you do not return booking forms and payment within three days your child's name will be removed from our registers.
- Places will be allocated on a first come/ first served basis and only upon receipt of full fee payment and return of this booking form. **We strongly advise early booking** for our Easter Camp as places are limited and it is expected they will fill up quickly.
- We will not accept bookings for Easter Camp after **Friday 16<sup>th</sup> March 2018** as we require adequate time to organise staffing and confirm numbers of children for activities and outings.
- Please arrange to make payment for your child/ren's attendance at our holiday clubs in cash, or by bank transfer or childcare voucher. Please note we no longer accept cheque payments.
- If your child does not attend our after school clubs and did not attend our February Holiday Camp last year, you will be required to complete a Holiday Camp Registration form (available online or from the office or clubs upon request), in line with new legislation.
- Unfortunately we cannot provide a refund or swap days around once your booking has been confirmed and paid for, and this is without exception. In the event of absence, we will endeavour to refund activity costs where possible. This will be dependent on the type of activity on offer and will, at all times, be at the discretion of the senior management team of Skool Is Out.
- All additional outings and activities and associated costs are compulsory unless otherwise stated.

### **Important general information**

- **Venue** - The camp runs from our Barclay Viewforth venue.
- **Opening and closing times:** we open at 8.15am and close at 5.45pm. Please ensure you collect by 5.45pm; a discretionary late collection charge may apply if your child is not collected by 5.45pm.
- **Group numbers** if we have more than 40 children attending on days where there is an outing it may be preferable for us to split the children into groups of 20 or more for ease of transportation, or to ensure safety at our chosen venue. If it is deemed necessary to split groups, children will generally be divided into groups alphabetically, based on our daily registers.
- The **contact phone number** during camps is **07815798808** – please let us know if your child will not be attending for any reason.
- **Times of departure** and return from trips are approximate – we use Lothian buses or Edinburgh Group Travel coaches for transportation. Please refer to daily information for departure and return times. Please ensure child/ren arrive at the club by the indicated departure time for outings or you risk losing your child/ren's place at the club if they do not arrive on time for the outing.
- **Signing in and out** - please ensure that you sign your child in and out each day on the register. If you want your child to walk to or from the holiday club on their own (P5-7 children only) please contact the Childcare Manager in advance; we require written consent for children to walk unescorted.
- **Packed lunch** - please provide a packed lunch for your child each day. We will provide a supplementary morning and afternoon snack. If your child has any food allergies please notify the manager in advance so that an appropriate care plan can be completed for your child. If your child's packed lunch contains any items that require to be chilled please ensure an ice pack or similar is provided within their lunch box

to take account of this. We do not have fridge space at the club to accommodate lunch boxes, although we will endeavour to refrigerate specific items if necessary.

- **Additional Needs** - please let the Childcare Manager know if your child has any additional needs - this is important so Skool Is Out can provide the appropriate level of support for your child.
- **Outdoor clothing** - we reserve the right to refuse admission to the camp on the day if children are not provided with adequate outdoor clothing and footwear for a day-trip. The consequences of children not being appropriately dressed for the weather can jeopardise the safety and enjoyment of the whole group. Waterproofs, sun cream, wellies or suitable shoes may be required – please check the specific activities on offer each day and the weather forecast.
- **Travel Sickness** – please inform senior staff if your child is prone to travel sickness, some journeys to and from various venues can be lengthy and families with children prone to travel sickness should take this into consideration when booking places.
- **Cancellation of outings** – it may be necessary to cancel outdoor activities at short notice due to inclement weather or other factors out-with our control. In such situations an alternative destination or club-based activity will be offered.

### Daily Information – Barclay Viewforth Easter Camp 2018

*Please note - all activities within our planner may be subject to change.*

- Mon 2<sup>nd</sup> - Club Closed
- Tue 3<sup>rd</sup> - Full club outing to **Almond Valley Park** in Livingston.  
All children will attend an outing to Almond Valley Park, departing Barclay at approximately 9.45am and returning by 5pm at the latest. We will travel by coach. Please note, this outing will involve outdoor, risky and exploratory play, and may also involve animal handling.
- Wed 4<sup>th</sup> - **Easter art and craft activities, egg design and rolling.**  
We will have a number of Easter themed art and craft and baking activities on offer at the club, including designing and rolling eggs. Weather permitting; children may be taken to The Meadows or Melville Drive Playpark in the afternoon. We will return to the club by 4.30pm at the latest.
- Thur 5<sup>th</sup> - Full club outing to **Blackford Pond** and the **Hermitage of Braid** (pm).  
We will have a variety of club-based activities throughout the morning including junk modelling. All children will be attending an outing to Blackford Pond and the Hermitage of Braid in the afternoon. We will be travelling by Lothian Bus and Walking Bus, and will depart Barclay at around 10.30am and return by 4.30pm at the latest.
- Fri 6<sup>th</sup> - Club based activities – **Golf on the Links** and **Movie** (pm)  
We will have a variety of club-based activities throughout the day, including golf on the Links and a movie in the afternoon.
- Mon 9<sup>th</sup> - Full club outing to **Craigmillar Castle**.  
All children will be attending an outing to Craigmillar Castle. We will be travelling by Lothian Bus, and will depart Barclay at approximately 10.30am and return by 4.30pm at the latest.

- Tue 10<sup>th</sup> - Full club outing to **Linlithgow Palace and Loch**.  
All children will be attending an outing to Linlithgow Palace and Loch in Linlithgow, West Lothian. We will be travelling by coach and will depart Barclay at 9.45am and return by 5pm at the latest.
- Wed 11<sup>th</sup> - Outing to the **Water of Leith Conservation Centre**.  
Children will be split into two groups to undertake a Wilderness Survival Experience at the Water of Leith Conservation Centre. Groups will depart in the morning and the afternoon, and the outing is compulsory for all children. Morning groups will depart Barclay at 9.30am and return by 2.30pm, while afternoon groups will depart by 12.30pm and return by 4.30pm. We will be travelling by Lothian Bus.
- Thur 12<sup>th</sup> - Club based activities, including **cake making challenges** (am) and an outing to **Melville Drive Play Park** (pm)  
We will have a variety of club-based activities throughout the day, including a cake making challenge. We will take all children on an outing to Melville Drive Play Park in the afternoon, departing approximately 1.30pm and returning by 4.30pm.
- Fri 13<sup>th</sup> - **Salt-dough creature making** (am) and **Cool Creatures Animal Handling** (pm).  
As suggested by our Child Council, we have arranged for a Cool Creatures animal handling session in the afternoon. Please note, children will be handling a variety of animals (skunks, snakes, tarantulas etc.) In the morning we will have a variety of animal themed activities available, including making animal biscuits and salt-dough creature making.
- Mon 16<sup>th</sup> - **Park outing** (am) and **Slime & Bath Bomb Science workshops** (pm).  
We will have a variety of club-based activities throughout the morning as well as an optional trip to Tollcross Park. In the afternoon we will have a visit from Be Experimental Science Workshops for a 2 hour slime and bath bomb making workshop from 2pm. Children will be able to take their slime and bath bombs home with them at the end of the session.

## Further Parent Information

Skool Is Out @ Barclay Viewforth has operated holiday clubs since 2003 catering for children of primary age from all across Edinburgh and beyond.

Our staff team for our Easter Camp 2018 will be led by Linda Melville-Boyde (Childcare Manager) and Morna Longmuir (Play Coordinator). Our leaders are supported by an experienced and qualified team of Senior Practitioner, Practitioner and Support Playworkers at our camps.

Outings during our Easter Camp will be accessed by public transport (Lothian Buses), private coach hire (Edinburgh Group Travel coaches) or via 'walking bus', where the staff and children will walk together (in bright fluorescent tabards for visibility) to venues in the local area. Safe walking routes are established well in advance, and our staff have extensive experience of walking groups of children throughout Edinburgh. All children will be given a thorough safety talk and the procedures and expectations of the walking bus will be discussed at length prior to embarking on any trips or outings. On days where we have 40 or more children attending outings will be separated and groups split to ensure safety and comfort when travelling to venues.

All of our outings, workshops and additional activities are mandatory unless otherwise stated.

In addition to the activities detailed in our planner, we will be offering a variety of additional workshops, games and projects; including baking, art & craft, sports and free-play. We have a comprehensive array of resources to meet all your child's play needs including construction toys, books, games consoles, drawing table and range of sports equipment.

Our location next to Tollcross Park and Bruntsfield Links allows us to utilise this fantastic outdoor play space for a variety of group games and sports. We will access the wider Meadows area for ball games and general outdoor play throughout our Easter Camp (weather permitting!)

Club Location: Barclay Viewforth Church, 1 Wright's Houses, Edinburgh, EH10 4HR

