



SKOOL IS OUT

October Camp 2018 General Information

(PLEASE READ AND RETAIN)



How to book:

- In the first instance, please contact the office to ascertain availability of places at our October Camp on **0131 659 7771** or by email at 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 October 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 and your place may be allocated to another child.
- Places will be allocated on a strictly 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 October Camp as places are limited and it is expected they will fill up quickly.
- We will not accept bookings for October Camp after **Friday 21st September 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 October Camp 2018 in cash, bank transfer or by childcare voucher. Please note, we no longer accept payments by cheque.
- If your child does not attend our after school clubs and did not attend our Summer holiday camp earlier this 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 Skool Is Out's Senior Management team.
- All additional outings and activities and associated costs are compulsory unless otherwise stated.

Important general information

- **Venue** – our October Camp 2018 will operate from our Barclay Viewforth venue.
- **Opening and closing times:** we open at 8.15am and close at 5.45pm daily. 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. This is safer and less stressful for both the children and the staff when managing children on public transport or walking to and from venues. Children will generally be split into groups alphabetically, based on our daily registers.
- The main **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 for that specific day 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.

- **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. We may request you complete a Care Plan in advance of your child/ren attending the camp if they have any additional needs, allergies or specific dietary requirements.
- **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.
- **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. In such situations an alternative destination or club-based activity will be offered.

Daily Information – Barclay Viewforth October Camp 2018

Please note, bookings for outings and workshops are provisional and all activities within our planner may be subject to change.

- Mon 15th - Club based activities – arts & crafts in the morning and a bouncy castle in the afternoon. Children will have a choice of art activities, including clay modelling, in the morning and we have a bouncy castle scheduled from 1pm until 5pm in the afternoon.
- Tue 16th - Full day outing to Wonder World Soft Play and Leith Links Playpark. We will be departing Barclay at 0945 and will return by 1530. We will be travelling by Lothian Bus.
- Wed 17th - Full day outing to Glasgow Transport Museum. We will be departing Barclay at 1000 and will return by 1630. We will be travelling by coach. Please note, this outing has been rescheduled owing to a cancellation during our Summer Holiday Club 2018.
- Thur 18th - Club based activities in the morning – Skool Is Out Bake Off Challenges. In the afternoon we will embark on an outing to Melville Drive Playpark (weather permitting). We will return to the club by 1600.
- Friday 19th - Club based activities – t-shirt or badge design and making in the morning and cheese scone making in the afternoon. We will have a variety of other club based activities on offer throughout the day including sports, group games and free play.
- Monday 22nd - Club based activities in the morning – we will have a variety of art activities on offer including making Hama Bead pictures. In the afternoon we have an outing to the cinema scheduled. We will go to Cineworld Cinema at Fountainpark, specific details of timings and choice of film will be indicated in due course. We will travel to the cinema by walking bus and will return by 1700.

Further 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 October Camp 2018 will be led by our current Lead Practitioner, Morna Longmuir, and Senior Practitioners Rebecca Weir and Sophie Mackay. Our leaders are supported by an experienced and qualified team of Practitioner and Support Playworkers at our camps.

Outings during our October 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 the relevant venue. 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 October Camp (weather permitting!)

Location:

Barclay Viewforth Church

1 Wright's Houses

Edinburgh

EH10 4HR

