



SKOOL IS OUT

October Camp 2019 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.
- Due to the high demand for our holiday care 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 4th October 2019** 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 2019 in cash, or by bank transfer or childcare voucher. Please note, we do not accept payments by cheque.
- If your child does not attend our after school clubs and did not attend our Summer 2019 holiday camp then 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 2019 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 your child/children by 5.45pm; a discretionary late collection charge may apply if your child is not collected by our closing time of 5.45pm. Please refer to the information overleaf regarding departure and return times for trips and outings.
- **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 Prentice Westwood 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. Please note that departure and return times are subject to change, our staff team will endeavour to notify parents/ carers of any changes to the scheduled timetable.

- **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 Childcare 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 in advance 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 suitable or 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 depending on the season and activity.
- **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 2019

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

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| Mon 14 th | - | Club based activities – ice-breaker group games, loose parts play, salt dough making and an outing to the local play park in the morning. In the afternoon we will have a Circus Skills workshop between 2pm and 4pm. Participation in the Circus Skills workshop is optional. We will have the usual array of art and crafts, group games and baking activities on offer throughout the day, as well as free-play options. |
| Tue 15 th | - | Full day outing to the Dynamic Earth. Children will depart Barclay at approximately 9.45am and return by 4.30pm at the latest. We will travel to Dynamic Earth by Lothian Bus and have a guided tour and Show Dome film pre-booked. We will also have afternoon outdoor play at Holyrood Park (weather dependent). |
| Wed 16 th | - | Optional sports challenges in the morning and an outing to Ten Pin Bowling (all ages) or Gravity Trampoline Centre (ages 8-11) in the afternoon. Sports challenges will take place on Bruntsfield Links in the morning from around 1030am. We will depart for the outing to Ten Pin/Gravity Trampoline by 1.30pm and return by 4.30pm at the latest. Please note that specific timings for the afternoon outings are still to be confirmed. |
| Thur 17 th | - | Club based activities in the morning, including keyring design and making, group games and arts & crafts. We will then have a bouncy castle based in the upper hall at |

the club during the afternoon, from 1pm until 5pm along with baking activities and free-play options for those not participating.

- Fri 18th - Club based activities in the morning including the Nintendo Wii and construction toys. In the afternoon we will take children on a choice of outing to Clown Around Soft Play (ages 5-8) or Warrender Swim Centre (9+ only). We will depart for the outings at approximately 1pm and will return by 4.30pm at the latest. Please note, we are only able to accommodate children aged 9 and over for the swimming trip.
- Mon 22nd - We have a full-day outing scheduled to Doodles Ceramics and Melville Drive Play Park (weather dependent). Children will depart the club at approximately 1030am and will return by 4pm at the latest. We will split into groups for the ceramic workshop while others will remain at the Melville Drive Park for outdoor play (weather permitting).

Please note, if weather is inclement groups will be escorted directly from the club premises to Doodles Ceramics and we will not take children to the play park. A wide variety of club-based activities will be offered, including arts & crafts, group games and baking.

- Tuesday 22nd - We have an outing to Melville Drive Playpark and/or Museum of Scotland in the morning and in the afternoon we will embark on an outing to the cinema to see a film. Please note, the cinema does not release film timetables until one week prior. We will endeavour to offer children a choice of film, subject to availability and timings. We will depart the club at 1pm and will return by 5pm (approx.) Final departure and return times will be communicated to families by senior staff on the day.

Further information

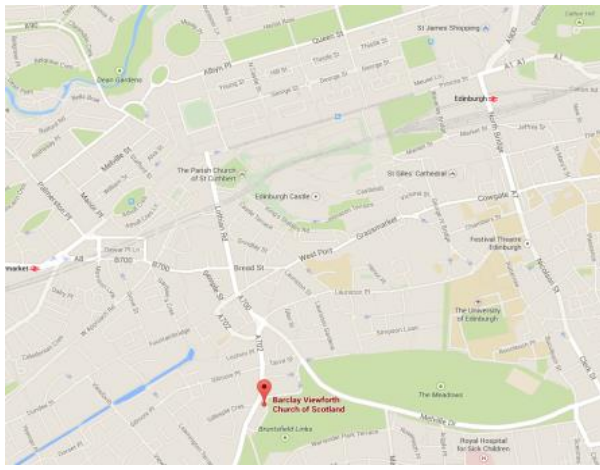
Skool Is Out @ Barclay Viewforth has operated holiday clubs since 2003 catering for children of primary age from all across Edinburgh and beyond.

Our staff team for our October Camp 2019 will be led by our current Childcare Managers, **Morna Longmuir**, and **Sophie Mackay**. Our leaders are supported by an experienced and qualified team of Senior, Practitioner and Support Playworkers at our camps.

Outings during our October Camp will be accessed by public transport (Lothian Buses), private coach hire (Prentice Westwood 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. For any optional activities children are free to decide on their participation on the day.

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!)

Where to find us:

Our club is located at Barclay Viewforth Church, 1 Wright's Houses, Edinburgh, EH10 4HR. We are located just opposite the golf course on the Bruntsfield links with great public transport into the city centre which is just 10 mins walk from

our venue. Access to our October Camp is via the glass doors opposite the golf course, with a secure entry phone system in place. To gain access please buzz the relevant buzzer and let the staff know who you are. Please do not follow other parents into the building through the door without first buzzing the buzzer; this is for the security of your children and all other groups in the building.