



SKOOL IS OUT



Easter Camp 2020 General Information

(PLEASE READ AND RETAIN)

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.
- 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.
- 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 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 20th March 2020** 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 Easter Camp 2020 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 February 2020 Holiday Club then you will be required to complete a Holiday Club Personal Plan/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 Easter Camp 2020 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** – staff will sign children in each day but please ensure that you sign your child in and out on the register when you depart the club. 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. **We request that parents/carers do not provide any nuts or products containing nuts in children's packed lunches as we have several children with severe nut allergies.**
- **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.
- **Personal belongings, devices and mobile phones** – we discourage children from bringing personal belongings to the holiday clubs to reduce the risk of items going missing. Personal games devices may only be played at allocated times during the session, under close monitoring from our staff team. Depending on scheduled outings and activities there may be instances/days where device use is not accommodated. We request that children do not use mobile phones when attending the holiday club, as per our specific Mobile Phone policy, which can be found on our website.
- **Children's Money** – we acknowledge that some children may be provided with money to spend on outings and this can be facilitated, where possible. Our staff team will encourage children to make healthy choices when spending their own money. Please note there is no guarantee that there will be an opportunity for children to spend money or visit gift shops etc. on outings, this will be dependent on timing and logistics and will be at the discretion of senior staff at all times.

Daily Information – Barclay Viewforth Easter Holiday Club 2020

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

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| Mon 6 th | - | Club based activities in the morning – ice-breaker group games, loose parts play and a baking activity (to be confirmed). We will then have an outing to Inverleith Park and the Botanic Gardens in the afternoon. We will depart at approximately 1pm and return by 4.30pm at the latest and will travel by Lothian Bus. Please ensure your child/ren are provided with suitable outdoor clothing for this outing. |
| Tue 7 th | - | Full day outing to Almond Valley Park in Livingston. We will be departing the club at approximately 10am and will travel by Prentice Westwood Coaches, returning to the club by 5pm at the latest. This outing may involve animal handling, please ensure you |

notify staff in advance of any allergies. Please ensure children are provided with appropriate outdoor clothing.

- Wed 8th - Club-based activities in the morning including arts & crafts and baking activities and construction challenges. In the afternoon we will go on an outing to Melville Drive Park. We will travel by walking bus and will depart at approx. 1pm and return by 4.30pm at the latest.
- Thur 9th - Club-based Easter themed activities in the morning including Easter nest baking, egg design and Easter arts & crafts. In the afternoon we will have an outing scheduled to Arthur's Seat and Holyrood Park to roll eggs. We will depart the club at approximately 1pm and will return by 4.30pm and will travel by Lothian Bus. Please ensure children are provided with suitable outdoor clothing for this outing.
- Fri 10th - CLOSED (GOOD FRIDAY)
- Mon 13th - CLOSED (EASTER MONDAY)
- Tue 14th - Full day outing to Glasgow Science Centre. We will depart Barclay at approximately 9.45am and will travel by Prentice Westwood Coaches, returning to the club by 5pm at the latest. Children will visit the Science Centre and take part in set activities.
- Wed 15th - Water of Leith Wilderness Survival Experience. We will split into two groups to undertake a wilderness survival experience at the Water of Leith, including den and fire building. The first group will depart at approximately 10am and will return by 2pm. The second group will depart by 11.30am and will return by 4pm. We will travel by Lothian Bus. This outing is based outdoors and children should be provided with suitable outdoor clothing.
- Thur 16th - Outing to Melville Drive Play Park in the morning and a Circus Skills Workshop in the afternoon. We will have an outing to Melville Drive park in the morning, departing at approximately 10.30am and returning to the club by 1pm. We will travel by walking bus. In the afternoon we have a Circus Skills workshop planned where children can learn plate spinning and hula hooping skills. The Circus workshop will run from 1.30pm until 3.30pm.
- Fri 17th - Outing to Dalkeith Country Park. We will depart for the outing at approximately 10am and return by 4pm and will travel by Lothian Bus. Please ensure children are provided with suitable outdoor clothing for this outing.
- Mon 20th - Club based activities in the morning including baking, arts & crafts, group games and a Dance Workshop. In the afternoon we will have an outing to Fountainpark Ten Pin Bowling. We will depart for the outing at approx. 1pm and will return to the club by 5pm at the latest.

Further information

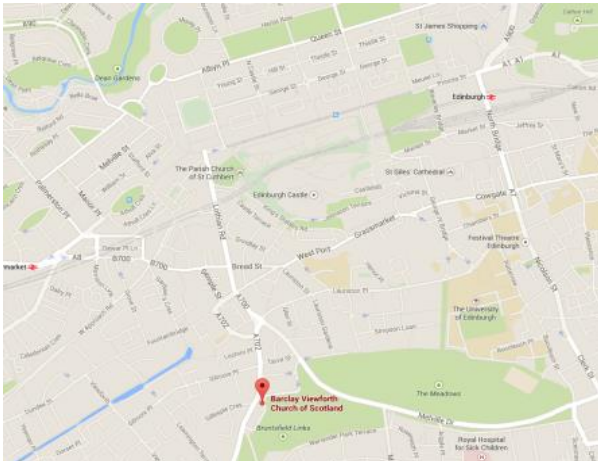
Skool Is Out @ Barclay Viewforth has operated holiday clubs since 2003 catering for children of primary age from all across Edinburgh and beyond.

Our staff team for our Easter Camp 2020 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 Easter 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 Easter 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 public transport into the city centre which is just 10 mins walk from our venue. Access to our February Camp is via the glass doors opposite

the green golf hut, 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.