

## Radmoor Holiday Club

Session times	Daily rate	University employee rate	College staff rate
<b>Full day</b> 8.00am - 6.00pm	£34.00	£29.00	£31.00
<b>AM</b> 8.00am - 1.00pm	£22.00	£19.00	£19.00
<b>PM</b> 1.00pm - 6.00pm	£22.00	£19.00	£19.00
<b>Full week block booking</b> 5 days 8.00am - 6.00pm	£160.00	£135.00	£145.00

Childcare provided for all children from Reception Class to Year 6

There is 10% discount for the second/third child when siblings attend on the same day. All sessions booked must be paid for irrespective of non-attendance.

**Bookings /** For first time bookings, please complete a registration form. This will then be held on record for future Holiday Club bookings. If there is any change of child's personal or contact details please contact the nursery office to make us aware of these. Please complete the booking form and your booking will be confirmed within a few days. Please email [nursery@loucoll.ac.uk](mailto:nursery@loucoll.ac.uk) with any enquiries

**Payment Methods /** Debit/Credit Cards We accept Debit/Credit cards (except American Express) for Holiday Club Payment. Payments can be made over the phone on 01509 515456 between the hours of 9.00am-2.00pm. Payment can also be made online (details can be found on the bottom of the invoice) or in person at Radmoor Day Nursery.

**Cheques /** Please make cheques payable to Loughborough College and send to the Bookings address.

**Childcare Vouchers /** We also accept childcare vouchers. Contact us for details using the Bookings contact details.

**Fees /** Payment is due on receipt of your invoice (unless stated otherwise on the

booking form). Non-payment will result in your booking being withdrawn. Once sessions have been booked these must be paid for regardless of attendance or cancellation. Failure to collect your child on time will incur a £20.00 late collection charge per child to support staffing costs.

**Lunch and Snacks /** The Holiday Club will provide water and juice for the children but we ask parents/carers to provide a packed lunch and any extra snacks for their child if they are staying all day. Please provide your child with a refillable drinks bottle. Please ensure that you do not provide food or snacks containing **NUT, SESAME SEED this is due to anaphylactic airborne allergies.**

Please be aware that we do not have appropriate refrigeration facilities to store food safely so please avoid high risk food e.g. ham, chicken, sushi etc.

**Attendance /** Please can parents/carers enter the arrival and departure time of their child on the register provided. No child will be released to any person other than the persons named on the registration form without prior consent and agreement by the Holiday Club staff. Please inform the club if for any reason your child will not be attending their session. Please use the parking facilities with care.

**Illness /** If your child becomes unwell whilst at the Holiday Club you will be informed and the matter discussed as it may require you to collect your child. If your child is showing signs of being a little unwell prior to attending the Club and you are unsure about them attending please contact the Club Leader to discuss the matter further.

**Medication /** If your child is taking any medication then please inform the Holiday Club staff who will only administer this with an appropriate consent form signed by the parent/carer. All medication administered will be witnessed and logged. Parents/Carers will be required to sign the completed log to acknowledge awareness of the procedure.

**Accidents /** Accidents/ Incidents will be recorded on an accident/Incident form and parents/carers will be informed of the details of the accident when they collect their child. They will be asked to sign the sheet to show that they are aware of what happened and any treatment given.

**Clothing /** Please can you ensure that your child is dressed appropriately for their day at the Club. Sensible footwear and clothing is required as the children often go for walks and visit the local parks. Please also provide sun cream and a sun hat for the hotter weather and a coat, hat and scarf for the colder weather as the Holiday Club makes the most of the outdoors at all times.

**Behaviour /** The Holiday Club Staff will use positive techniques to handle inconsiderate behaviour by helping the children to find solutions appropriate for their age and stage of development. The staff will have clear, simple rules that can be understood by all children. Staff and children must have mutual respect for each other and never humiliate, hurt or frighten others.

**Staff /** All staff that work in the Holiday Club are DBS checked. Staff follow the set Policies and Procedures to ensure they provide care for the children to the highest standard. Staff are all dedicated and work hard to provide a friendly and safe environment to ensure that all children have fun at the Holiday Club.

**Safeguarding /** Please do not allow your child to bring a mobile phone to the Holiday Club. We do allow personal hand held consoles and tablets but staff monitor their use and also the content. We do reinforce with the children that they are not allowed to take photographs on them and would appreciate it if you could do the same with your child. The Holiday Club does not accept any responsibility for loss or damage to any personal items.

#### **Club Contact details /**

Radmoor Nursery Loughborough College  
Radmoor Road  
Loughborough  
Leicestershire  
LE11 3BT

Nursery Office: 01509 515456

Holiday Club Mob: 07771504973

Email: [nursery@loucoll.ac.uk](mailto:nursery@loucoll.ac.uk)