



Parent Information Guide

Portsmouth Daycamps

Welcome

We are looking forward to welcoming your child to our Easter Holiday Activity Club and giving them the best school holiday ever!

What's on offer?

Your child will have a choice of exciting activities each day, including outdoor sports and games, arts and crafts, indoor games and trips to the local area. Swimming will be available all age groups on Tuesdays and Thursdays.

If your child is a non-swimmer please do let us know at drop-off and provide armbands for safety.

What to bring?

You child will be kept active and outdoor activities take place come rain or shine. To make sure that your child is prepared each day, please bring the following named kit:

- > Packed lunch and a drink (refillable bottle)
- > Snacks for breaks in the day
- > Sun hat and cream if weather is warm
- > Warm clothing (jacket, jumpers, trousers)
- > Waterproof jacket
- > Spare clothes (a complete set, including pants and socks)
- > Plastic bag (to put wet clothes in)
- > Medication if required (please complete separate Medication Form and hand in)
- > Swimming kit to include arm bands for non-swimmers (swimming will be available to all age groups on Tuesdays and Thursdays only).

Please do not send your child with flip flops or crocs, mobile phones, electronic equipment or other items of value as we cannot be held responsible for them.

Drop-off and Collection

Please bring your child to the main reception area. Look out for the Daycamps sign and you'll see our friendly team wearing purple YMCA t-shirts. A team member will ask you to provide a password which you will need when you pick your child.

	Drop off time	Collection time	Location
Standard day	9am-9.30am	4.30pm-5pm	Main Reception
Extended day	8am- 9am	5pm-6pm	Main Reception

Please let us know who will be picking up your child(ren) each day. Persons picking up must have the password.

Registration form

You will be asked to complete a consent form on your child(ren)'s first day. This includes information about swimming ability, photo consent and emergency contact details.

Medication

If your child requires medication, please complete the separate medical handover form to hand over at sign-in.

Welfare & Absence

Should you have any concerns about your child during the day or if they are going to be absent, please contact Chelsey between 9:00 – 9.30am on the day of their absence.

If your child is not attending that day, please contact Chelsey by 10am.

Contact Details

- > Chelsey Croucher, Manager: **07789 483709**
- > Duty number: **07824 809390**

Nuts

We are a 'Nut aware' site and therefore do not provide or sell any products containing nuts. Please ensure your child's lunch does not contain nuts e.g., peanut butter sandwiches, to ensure we can keep everyone safe.

Mobile phones

Please leave all mobile phones and other devices at home, as we cannot take responsibility if they are lost or damaged. If you would like to speak to your child during Daycamps, please contact the Duty Manager on **07789 483709**.

Lost Property

Wet or dirty lost property and all underwear will be disposed of daily; all other lost property will be shown to children throughout the week. Any valuables that are located will be held for 2 weeks.

If you know you are missing an item please email chelsey.croucher@ymca-fg.org with a full description and we will check the lost property before it is disposed of. If we locate a named item, we will contact you and arrange for it to be collected – please name all items your child brings with them.

Cancellation / refund policy

Please note our cancellation conditions as per our booking conditions:

- > Cancellations requested in writing 6 weeks or more prior to the camp start date will be refunded subject to the relevant administration fee.
- > Any cancellations requested within 6 weeks of the start date of camp will not be refunded except on production of a doctor's note in which case a refund will be given subject to the relevant administration fees.
- > If the Daycamps start date is within 7 working days of the booking date, your cancellation rights end on the first day of the Daycamp and a refund will not be given.

Thank you for choosing YMCA Holiday Activity Club!

These are the first new Daycamps run in our new home at the Mountbatten Centre, so we'd love your feedback on what you love and things that we could improve. You can email us: chelsey.croucher@ymca-fg.org to tell us how we're doing.

Alternatively, you can supply your feedback to a member of YMCA staff either at sign-in or pick-up, or by calling our Duty Managers on 07789 483709 (Chelsey) or 07824 809390.

We want to ensure that children get the most fun possible from the new and exciting facilities on offer!