



REVISED PARENT GUIDE

For parents of children in the 4-7 (Pre-Prep)
and 7-14 (Prep) age groups

WHAT CAN YOU EXPECT FROM ACTIVATE?

- An exciting, safe and structured multi-activity holiday programme that takes place within the beautiful grounds of Town Close School.
- Outstanding facilities
- An excellent choice of sporting and non-sporting activities led by well qualified, caring and experienced staff.
- An invaluable opportunity for your child/children to make friends, try new activities and have lots of fun in a safe and caring environment.
- Excellent staff:child ratios for all activities.
- Ofsted registered.
- **Flexible** drop off & collection times (*Mornings: from 8.30am / Afternoons until 5.30pm*)
- A hot or cold meal and pudding or fruit and snacks throughout the day.
- A Free **Activate T-shirt**

7-14 (Prep) DAILY TIMETABLE AND INFORMATION

Time	7-14s (Prep)	Venue
08:30	DAY BEGINS* Sign in / Group Time	Dearnaley Building (Sign in outside)
09:30	'Shake your Tailfeather' & Daily Info	Front Lawn
09:55	ACTIVITY 1	In groups (as per timetable)
11:00	Break (Drink and Fruit / Biscuit)	Dining Room / Front Lawn
11:30	ACTIVITY 2	In groups (as per timetable)
12:35	Lunch & Free Play (in group bubbles)	Dining Room / Front Lawn
13:45	ACTIVITY 3	In groups (as per timetable)
15:00	Break (Drink and Fruit / Biscuit)	Front Lawn
15:30	ACTIVITY 4	In groups (as per timetable)
16:30	Register and Tidy Group HQ	Dearnaley Building
16:40-	Sign out	Dearnaley Building
17:00	Extended Stay (Supervised film)	
17:00	Extended Stay	Marquee
17:30	DAY ENDS *	Marquee

WHERE SHOULD CHILDREN BE DROPPED OFF?

You should come to the Prep School drop off point used during term time located off Newmarket Road. Please do not enter the buildings due to Covid-19.

WHERE DO CHILDREN SIGN IN?

All children in the 7-14 (Prep) age group must sign in outside the Dearnaley Building foyer on arrival.

SIGNING OUT?

All children 7-14 (Prep) must be signed out by **Parents/Carers (who must give the correct password)** from outside the Dearnaley Building or the marquee

After 4.30pm, all children will remain in the Dearnaley Building for Extended Stay until 5pm, after which they can be collected from the marquee on the front lawn by 5.30pm at the latest.*

OLDER CHILDREN SIGNING OUT ON THEIR OWN?

Occasionally, older children arrange to go out with their friends at the end of their day at Activate or parents may wish that they make their way home by themselves. If they wish to do this, they must provide a letter from their parent/guardian agreeing to this.

***We cannot accept responsibility for any child who is delivered before 8.30am or collected after 5.30pm, unless the Course Director has been informed at least 24 hours in advance of your intention. A charge of £5.00 will be incurred for each 15 minute period that a child is left in our care after 5.30pm.**

4-7 (Pre-Prep) DAILY TIMETABLE AND INFORMATION

Time	4-7s (Pre-Prep)	Venue
08:30	DAY BEGINS* Sign in / Group Time	Outside Pre Prep Foyer Group room
09:30	ACTIVITY 1	In groups (as per timetable)
10:20	Back to base	Group room
10:30	Break (Drink and Fruit / Biscuit)	Dining Room / Front Lawn
10:50	Back to base	Group room
11:00	ACTIVITY 2	In groups (as per timetable)
11:50	Back to base	Group room
12:00	Lunch / Play	Prep Dining Room/Front Lawn
13:30	Back to base	Group room
13:45	ACTIVITY 3	In groups (as per timetable)
14:40	Break (Drink and Fruit / Biscuit)	Group room / Playground
15:10	ACTIVITY 4	In groups (as per timetable)
15:50	Tidy up time	Group room
16:00	Sign out / Supervised play / Film	Group room
16:40	Collect belongings and go to marquee	
16:45	Sign out Extended Stay	Marquee on front lawn
17:30	DAY ENDS *	Marquee on front lawn

WHERE SHOULD I GO?

You should come to the Pre Prep School Entrance via the car park off the Ipswich Road. From here you and your child/children will be directed to the appropriate registration point which will be outside this year. Please do not enter the building and maintain social distancing.

WHERE DO I SIGN IN MY CHILD/CHILDREN?

Parents/Carers of 4-7s (Pre-Prep) will be required to sign their children in at the desk outside the Pre-Prep foyer on arrival.

All children 4-7 (Pre-Prep) **must** be signed out by **Parents/Carers** from outside the Pre Prep foyer with the **correct password**.

At 4.40pm all children will be taken to the marquee on the front lawn for Extended Stay, from where they should be collected. **(5.30pm at the latest*)**

***We cannot accept responsibility for any child who is delivered before 8.30am or collected after 5.30pm, unless the Course Director has been informed at least 24 hours in advance of your intention. A charge of £5.00 will be incurred for each 15 minute period that a child is left in our care after 5.30pm.**

GENERAL INFORMATION

4-7 (Pre-Prep) and 7-14 (Prep) age groups

WILL MY CHILD BE IN A GROUP OR TEAM?

This year, in the Prep, children are being placed in groups (bubbles) with other similarly aged children where possible. In the Pre-Prep, children will be in mixed age group bubbles. Each group is supervised by a Group Leader and a Course Instructor. This year, children in both prep and pre-prep will be following a set timetable every day, giving them a broad range of activities. This is necessary to maintain the 'bubble' system. The groups will also be eating in their bubbles at lunchtime and playing in their bubbles at break times.

WHAT DO THEY NEED TO BRING?

All children will need to bring the following items each day, all of which should be **clearly named**...

- Named water bottle
 - Named Sun Hat and Sun Cream
 - Warm clothing / Waterproof
 - Outdoor trainers
 - Indoor trainers (Prep ONLY)
 - On Thursday (Pre Prep) and Friday (Prep) – change of clothes for water games and named water gun, if possible
- Please place these items in a named bag and bring them each day.**

Children **must not** bring money unless they have been given permission by a member of staff.

MEDICAL/FIRST AID

Please give any medication with full instructions to a member of staff on arrival. You will also be asked to complete a new Town Close House Medicine Form. If any medical aid is given, your signature will be required at the end of the day. There will be several first aiders on duty at all times.

IS MY CHILD INSURED?

Children attending Activate are automatically covered by our Personal Accident Insurance Policy. Details are available on request.

WHAT IF I HAVE A COMPLAINT?

Whilst we hope that you and your children will be completely satisfied with the day care that we provide, should you have a complaint, please speak to the Course Director in the first instance. We will then endeavour to solve any issues as swiftly and efficiently as possible.

HOW CAN I FIND OUT MORE?

For any further information please phone 01603 620180. Alternatively log on to www.activatenorwich.co.uk

CONTACT NUMBER DURING ACTIVATE WEEKS ONLY

07747 051140