

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 including: an indoor, heated swimming pool; a modern sports hall; the Read Hall (for music, drama and entertainment); ICT suite; art and craft rooms and scenic woodlands.
- 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 |
| 09:30 | 'Shake your Tailfeather' | Read Hall / Front Lawn |
| 09:45 | ACTIVITY 1 | Marquee(Register) / Read Hall |
| 11:00 | Break (Drink and Fruit / Biscuit) | Dining Room /Front Lawn |
| 11:30 | ACTIVITY 2 | Marquee(Register) / Read Hall |
| 12:35 | Lunch & Free Play | Dining Room / Front Lawn |
| 13:45 | ACTIVITY 3 | Marquee(Register) / Read Hall |
| 15:00 | Break (Drink and Fruit / Biscuit) | Front Lawn |
| 15:30 | ACTIVITY 4 | Marquee(Register) / Read Hall |
| 16:30 | Register and Tidy Group HQ | Dearnaley Building |
| 16:40- | Sign out Extended Stay (Supervised film) | Dearnaley Building |
| 17.30 | DAY ENDS * | Dearnaley Building |

WHERE SHOULD CHILDREN BE DROPPED OFF?

You should come to the Prep School drop off point used during term time located off Newmarket Road .

WHERE DO CHILDREN SIGN IN?

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

SIGNING OUT?

All children 7-14 (Prep) must be signed out by **Parents/Carers** from the Dearnaley Building before leaving with the **correct password**.

After 4.30pm, all children will remain in the Dearnaley Building for Extended Stay, from where they should be collected 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 | Pre Prep Foyer Pre-Prep Hall (choose activity 9:20am) |
| 09:30 | ACTIVITY 1 | |
| 10:20 | Back to base | Pre Prep Hall |
| 10:30 | Break (Drink and Fruit / Biscuit) | Dining Room / Front Lawn |
| 10:50 | Back to base | Pre Prep Hall |
| 11:00 | ACTIVITY 2 | |
| 11:50 | Back to base | Pre Prep Hall |
| 12:00 | Lunch / Play | Prep Dining Room/Front Lawn |
| 13:30 | Back to base | Pre Prep Hall |
| 13:45 | ACTIVITY 3 | |
| 14:40 | Break (Drink and Fruit / Biscuit) | Pre-Prep Hall / Playground |
| 15:10 | ACTIVITY 4 | |
| 15:50 | 'Shake your Tailfeather' | Pre Prep Hall |
| 16:00- | Sign out / | Pre Prep Hall |
| 16:40 | Supervised play / Film | |
| 16:40 | Collect belongings and go to Dearnaley | |
| 16:45- | Sign out Extended Stay (Supervised film) | Dearnaley Building Library |
| 17:30 | DAY ENDS * | Dearnaley Building |

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.

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 Pre-Prep Foyer on arrival.

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

At 4.45pm all children will be taken to the Library in the Dearnaley Building 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?

In the Prep, children are put into groups with other similarly aged children. In the Pre-Prep, children are placed in mixed age groups. Each group is supervised by a Group Leader and a Course Instructor. They will only be with the group for registration purposes and not for activity sessions which the children choose independently.

On Wednesday of each week there is a Theme Day Parade, where children are encouraged but not obliged to dress up in a fancy dress outfit relating to their Group name or the weekly theme.

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
- Swimming costume, hat & towel
- Warm clothing / Waterproof
- Sun cream
- Outdoor trainers / Sun Hat
- Indoor Trainers (7-14)

**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