**Abraham Darby Sports and Leisure Holiday Club – Important Information for Parents and Children**

Thank you for booking on to the Abraham Darby Holiday Club at Abraham Darby Sports and Leisure Centre. These sessions are for children aged 8-12 year olds only. Sessions activities will vary from day to day and may include activities from external providers.

Sessions will be 8.45am till 5pm.

**Leisure Centre Contact Information:**

Abraham Darby Sports and Leisure Centre: 01952 382770

**Session Format and Structure:**

Sessions will follow the following format (please note activities and times are subject to change):

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| **Session 8.45am – 5pm**  |
| 8.45am Registration – children arrive |
| 9.00am – 10.45am Variety of Sport Activities – which may include some play and arts and some activities will be provided by external organisations  |
| 10.45am – 11am Changing for Swimming  |
| 11am – 12pm Swimming  |
| 12.15pm – 1pm Lunch  |
| 1pm -5pm Variety of Sport Activities – which may include some play and arts and some activities will be provided by external organisations |
| 5pm – Collection – Children Leave |

**Staffing of sessions:** Sessions will be staffed by 2 - 3 members of leisure play staff depending on numbers and supported by Telford and Wrekin Leisure centre staff and some activity sessions will be provided by external organisations.

**What your child needs to bring**:

* Clothing/ footwear – please ensure your child is dressed in appropriate sports clothing and trainers.
* Swimming Kit – Children will be swimming at every session therefore they MUST bring swimming costume/ trunks or shorts, shower products and a towel and any floatation aids (if required)
* Sun cream – Please provide labelled sun cream, your child must be able to apply this themselves.
* Sunhat
* Drinks
* Snacks – Please ensure these snacks do not contain nuts due to the potential seriousness of food allergens of other children

Please **do not** allow your child to bring phones, monies or valuables to the Leisure play scheme. Telford and Wrekin Council Leisure Services will not be held responsible for any damage, loss or theft. If they require to phone home at any point we will allow them to use leisure centre phone to contact a parent if required.

**Lunch:** Please send your child with a packed lunch, please ensure food items do not contain nuts due to the potential seriousness of food allergens of other children. Please note we do not have any cold storage facilities to store packed lunches

**Behaviour and Code of Conduct:**

The Abraham Darby Holiday Club rules are clearly displayed at every session, and are discussed regularly.

**Expectations**

* Whilst at the Abraham Darby Holiday club we expect children to:
	+ Use socially acceptable behaviour
	+ Comply with the Abraham Darby Holiday Club Group rules, which are compiled by the children attending the sessions - Respect one another, accepting differences of race, gender, ability, age and religion - Develop their independence by maintaining self-discipline
	+ No bullying
	+ No use of inappropriate or foul language.
	+ Choose to actively participate in a variety of activities
	+ Ask for help if needed
	+ Enjoy their time at the sessions.

**Encouraging positive behaviour**

* At Abraham Darby Holiday Club positive behaviour is encouraged by:
	+ Staff acting as positive role models
	+ Praising appropriate behaviour
	+ Informing parents about individual achievements where possible.
	+ Offering a variety of sport/play opportunities to meet the needs of children attending the sessions.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Leisure facility will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

**Dealing with inappropriate behaviour**

* Challenging behaviour will be addressed in a calm, firm and positive manner.
	+ In the first instance, the child will be temporarily removed from the activity.
	+ Staff will discuss why the behaviour displayed is deemed inappropriate.
	+ Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
	+ Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
	+ Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
	+ If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Abraham Darby Holiday Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the Parent.

**Drop Off at 8.45am**

Please ensure you bring your child into the leisure centre as there may be further information the Leisure Play staff require from the parent or guardian which will be obtained on registration.

**Collection at 5pm:** Please arrive at the given time to collect your child. The nominated person collecting your child must come into the leisure facility to collect them. Due to unforeseen circumstances if you or the nominated person are going to be late to collect your child please contact the relevant leisure facility on the numbers given above so we are aware.

**Medical Emergency and Medication:**

There will always be at least one qualified first aider on the premises to administer first aid to the children.

Leisure staff are not able to administer medication to children in our care.

If you child requires medication you must make arrangements to come in to site to administer this or the child must be able to safely administer their medication themselves. All medication must be clearly labeled with your child’s name, dosage and time.

**Illness:**

Parents are asked to keep their children at home if they have any infection and to inform the Leisure facility as to the nature of the infection so that if necessary staff can alert other parents, and make careful observations of any child who seems unwell.

Parents MUST NOT bring a child to the Abraham Darby Holiday Club who has vomited or had diarrhoea 48hrs prior to the session dates booked.

COVID: If your child is displaying symptoms of high temperature, new or continuous cough, and/or loss of taste and/or sense of smell, you must not bring you child to the sessions until a PCR test has been undertaken and a negative result received.

If your child tests positive for COVID up to 48 hours after attending Abraham Darby

Holiday Club scheme please contact the Leisure Facility immediately on the numbers given above.