



Sunninghill
PREP SCHOOL DORCHESTER

South Court
South Walks Road
Dorchester
Dorset
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Tel: 01305 262306

E-mail: holidayclub@sunninghill.dorset.sch.uk

www.sunninghillprep.co.uk

Dear Parents

Re: Christmas Holiday Club

We are pleased to be able to offer our Holiday Club to all children aged between 3 and 13 this coming holiday. Please see our booking form to check the dates that we are open.

We offer the option of a full day (£40.00 per day) from 8.15am–5.00pm, or half a day (£24.00) from either 8.15am-1.00pm or 1.00pm-5:00pm. **Children must not be dropped off any earlier than 8.15am as there is no adult supervision before that time.**

Please provide your child/children with their own packed lunch and water bottle, healthy snacks and water will be provided. We also offer a 'tuck shop', where children can purchase a bag of 'pick n mix' for 50p. Please provide your child with money if necessary. Sunninghill Prep is a nut free school so we have a **strict NO NUTS policy (including peanut butter, Nutella, nut cereal bars)**.

I have attached our Holiday Club booking form. **To reserve your place/s please return your completed form to the school, or via the above Holiday Club email, by Friday 26th November.** Booking a place by this date allows us to plan activities and trips that are most suitable for the group of children attending on a particular day and ensures the best possible experience for your child.

Reservations will be on a first come first served basis as places fill up quickly. Activities will be weather dependent which may be subject to change, where possible, parents will be informed in advance of any changes to activities.

Please ensure your child is dressed appropriately for the weather conditions, with a coat, welly boots, sun hat and sun cream, as well as appropriate footwear for any excursions. A clean, spare pair of shoes are also required, as there may be the opportunity to use the all weather pitch. These do not necessarily have to be 'astro' shoes.

If you have any queries please contact me or our Receptionist on the emails above.

Kind regards

Jodie Sawyer
(Holiday Club Manager)



Christmas Holiday Club Booking Form 2021

Child’s Full Legal Name:.....

Preferred Name:.....

Date of Birth:

Primary Carer:

Preferred Contact number:

Email:

Please indicate which days you would like your child to attend. Please return to the school office by **Friday 26th November**

Monday 20 th December	Tuesday 21 st December	Wednesday 22 nd December	Thursday 23 rd December	Friday 24 th December
AM	AM	AM	AM	CLOSED
PM	PM	PM	PM	CLOSED

Signature.....

Once we have received the booking form an invoice will be sent to you via email confirming payment details. Full payment is required within 7 days of receipt of invoice to secure the Holiday Club place/s.



Medical Declaration

Doctors name:.....Surgery.....

Address:.....

Telephone:.....

Has your child ever had any of the following?

Asthma		Heart Condition	
Diabetes		Fits/Blackouts	
Fainting		Severe Headaches	
Migraine		Travel sickness	

If yes to any of the above please list medication and dosage

Inhaler	
Epi Pen	
Insulin	
Travel Sickness Tablets	
Other	

Does your child have visual/hearing problems? Yes No

If yes please specify.....
.....

Does your child have mobility problems? Yes No

If yes please specify.....
.....

Does your child have any special educational needs/learning difficulties?

Yes No

If yes please specify.....
.....



Does your child have any special dietary requirements or food allergies?

Yes No

If yes please detail below:

Is there any other information about your child you feel we should know?
(providing as much information as possible will help us to plan the best
experiences for your child)

.....
.....
.....
.....

Permissions/Consent

Please read the statements below and delete as necessary

- **I do / do not** consent to face paints being applied on my child
- **I do/ do not** consent to temporary tattoos being applied to my child
- **I do / do not** consent to sun cream being applied on my child if necessary
(you must provide your own sun cream)
- **I do / do not** give permission for my child to receive emergency treatment
when necessary by a trained First Aider.
- **I do / do not** give permission for the use of plasters to be used should a
First Aider feel they are required.
- **I do / do not** give permission for you to help my child apply sunscreen
when necessary.
- **I do / do not** give permission for my child, if necessary, to be taken to the
Accident & Emergency department in an ambulance. (A member of staff
would always accompany your child in this situation)



- **I do / do not** give permission for my/our child to be photographed for sole use by the school for marketing purposes.
- **I do / do not** consent to my child being taken off the school site to participate in activities and trips.
- **I do / do not** consent to my/our child being carried by public transport or school transport driven in a responsible manner by an adult who is suitably qualified and insured.

Signed.....

Date.....

Other Persons authorised to Collect child/ren

Please provide Name and relationship to child.

1.
2.
3.
4.

For safeguarding reasons please provide us with a password for use when collecting your child:

.....

Emergency Contacts:

Contact 1:.....

Relationship to child:.....

Number:.....

Contact 2:.....

Relationship to child:.....

Number:.....

I/we confirm that the above information is correct and that I/we will provide any necessary medication for our child with appropriate instructions.



Holiday Club Terms and Conditions

I/We HEREBY DECLARE individually and jointly that:

- 1 **Terms and Conditions:** I/we have read and understood and I/we agree to the School's Terms and Conditions listed below. I/we have retained a copy of the Terms and Conditions for our records.
- 2 **Disabilities, Special Educational Needs & Learning Difficulties:** I/we have provided details of any disability, special educational need or learning difficulty (for example, dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring the use of a wheelchair) of my child in the attached form.
- 3 **Nappies:** I/we are aware that my child/ren must be fully toilet trained and out of nappies to attend Holiday Club. Assistance can be given when toileting children if necessary, however nappy changing facilities are not available.
- 4 **Medical Matters:** I/we attach in confidence all relevant information about any medical condition, health problem, dietary requirement or allergy which affects our child and/or which may prevent our child from taking full part in the Holiday Club's activities and excursions.
- 5 **Confirmation of Declarations:** I/we confirm that the declarations made on this Form are true and that I/we have disclosed all information required in the declaration. I/we understand and agree that the School has the right to terminate this agreement if any declaration is found to be untrue.
- 6 **Late Collection/Start time:** I/we understand that if we fail to collect our child by 5.00pm a discretionary late collection penalty of £10 will be chargeable for the first 15 minutes after 5.00pm. Increasing to £15 per child for every 15 minutes after 5.15pm. This amount will be billed to you separately. I/we understand that Sunninghill Prep School cannot accept any responsibility for safety of our child before 8.15am drop off and they would be unsupervised.
- 7 **Cancellation:** I/we understand that all bookings are subject to 5 days' notice of cancellation. Failure to cancel 5 days prior to the booking will incur the full charge.



- 8 **Contact Information:** I/we have provided two contact numbers for the Holiday Club to use in the event we need to be contacted. We understand that in the event of an emergency all possible effort will be made to contact us as soon as possible.
- 9 **Suncream:** I/we understand that I/we must supply our own sun cream. If the staff consider my/our child to not be adequately protected from the sun, they may be restricted from outdoor activities.

The School reserves the right to refuse or withdraw places in the Holiday Club if a child's behaviour is deemed unacceptable by the Holiday Club Supervisor.

Holiday Club mobile number: 07851 094841

Child(ren's) name.....

Name of Parent

Signed.....

Date.....