



Kids' Club Parent's Guide

1. What you should bring with you

There must be a completed Consent Form for each child attending any of our children's clubs (excluding Mini Fun Station). Your children's couriers will give these forms to you on their arrival visit or you can collect them from the children's club when you arrive. Parents should complete the form and bring it along to the first session. If a child arrives without a Consent Form, you will be asked to complete one before they can attend their first session. All terms and conditions are detailed

2. What happens at the start and the end of each day (all clubs excluding Mini Fun Station)

Registration takes place during the first 15 minutes of each session. Places are limited for safety reasons; therefore at peak times of the season, we operate on a first-come-first-served basis. If this is the case, it is advisable to arrive 15 minutes before the start of the session.

You must complete the Registration form at the start of each session. You must sign your child in to each session and clearly note your intended whereabouts during the session. If you have a mobile phone number please note this on the register in case of emergency.

Children aged 9 and above can travel to and from children's club on their own and sign themselves in and out accordingly, provided a parent has given their authorisation on the Consent Form. Children should be able to provide whereabouts details and a mobile phone number for their parents in case of emergency.

Please deliver and collect your children promptly.

Children will be asked to wear a wristband during session (excluding Base). This allows us to easily identify the children if they are involved in activities around the campsite. The wristbands do not include personal details of any kind.

You must sign your child out of each session to ensure all children have been accounted for and collected safely.

3. What you'll need for each session

Please bring a drink with you in a suitable container. We will provide regular drink breaks during each session. Please note we have no refrigeration facilities. Drinking water will be provided.

Due to the nature of the activities, we recommend that children do not wear their best clothing to sessions. It is advisable to wear trainers, as many of our sessions will be active.

If the weather is warm, sun cream should be applied before each session and a sunhat worn.

Please bring your complete Consent Form to your first session.

Children will not need sports equipment, cameras, computer games, MP3 players, valuable watches or jewellery, mobile phones – we cannot be held responsible for the loss or damage of any of these items during session.

4. Staff Selection Policy

All staff must:

- Be interviewed
- Provide professional references from two employers, one of which MUST be from working with children.
- Be registered/cleared using Disclosure through the Criminal Records Bureau or European Equivalent.
- Our staff attend a comprehensive training programme that includes:
 - o Care and Safe Practices
 - o Accident Procedures
 - o Child Protection
 - o Emergency First Aid
 - o Equipment Safety

5. Quality and Safety

The following ratios apply per age range of children:

Age 4-6 = 1:8, age 7-12 = 1:16, age 13-17 = 1:20

Our staff are specialist employees and in the event of illness may not be replaced immediately. In the event of this happening, we will endeavour to replace them as soon as possible, but in the interim period we may have to operate with reduced staffing and may therefore have to accept fewer children into each session.

Under 4s - We cannot accept children into Leo's Fun Station or Fun Station For All that are under the age of 4. This is due to the enhanced levels of supervision necessary for this age range.

Mini Fun Station offers a range of activities suitable for toddlers, with a Children's Courier at hand in a facilitator role; it is not a crèche facility. Therefore, a parent must be in attendance all times.

Parents/Carers should ensure their children are aware they should comply with instructions from our children's couriers during the session. We do expect children to behave in an appropriate manner. If your child behaves inappropriately or is disrupting the rest of the group, your child may be returned to you before the end of the session. A copy of our full behavioural policy is available from our Children's Couriers should you wish to read it.

6. Special Needs

We welcome children with special needs where we can offer appropriate care within our staffing ratio. If there is a need for a higher level of supervision than normally offered, we ask that parents or carers are in attendance.

7. Medication

You must inform us if medication is required to be given during sessions. The Consent Form is used to record medical conditions. The Parent must give permission for a staff member to administer medicine.

All medical conditions should be discussed with the Children's Couriers beforehand.

8. Accident Reporting

If your child sustains an injury during session, our Couriers will complete an Accident log. This form must be signed by a parent to ensure they are fully aware of what has happened.

9. Activities

All Fun Station and The Station activities will take place on the campsite, the only exception to this would be if the campsite had some key facilities (such as tennis courts) off the campsite that had safe and easy access.

Due to the enhanced levels of specialist supervision required, we cannot offer any swimming activities at the campsite pool, lake or beach.

Our Base programme may involve a number of off-site activities operated by a third party. In this instance, we will check the venue to ensure they have the relevant safety equipment and supervision where applicable. If you do not wish your child to take place in certain off-site activities, please make a note of this on the Consent Form.

The majority of our activities are free. Any activities involving a charge will be advertised as such on the notice board.

10. Baby-Sitting

The Children's Courier team may offer a baby-sitting service. We can only provide the service for one family at a time unless prior agreement with both parties (two families maximum that must be in adjacent units). You should establish the ground rules regarding what your child is and is not allowed to do in your absence with the Children's Courier in attendance. Charges for baby-sitting are as follows: -

	<u>Before midnight</u>	<u>After midnight</u>
One Family	€7.50	€10.00
Two Families	€10.00	€15.00