



**Parent/ Carer information**  
**The February Holiday Club will run from**  
**Monday 17<sup>th</sup> February to Friday 21<sup>st</sup> February 2020**

**The cost of the Holiday Scheme is:**

- £25 for a full day 7.30am – 6.00pm
- £15 for shorter day 9.00am – 3.00pm
- £15 for half day 7.30am – 12.30pm or 1.00pm – 6.00pm

**Please note:** Essex After School Clubs now operates a 'pay and play' policy. All fees for the week must be paid in advance on the first morning that your child attends the holiday playscheme. **Please bring correct money as we cannot give change.**

We accept cash or BACS payment. Bank details for BACS payments:

**Essex After School Clubs Ltd.**

**Acc No: 60278203**

**Sort code: 20-41-50**

**Please put your child's surname as a reference followed by the letter PYR**

A £25 deposit per child is required at the time of booking. The deposit will be taken off the last day of your child's attendance.  
£50 notes not accepted.

**The latest date we will be accepting booking forms is Wednesday 12<sup>th</sup> February.**  
Please return booking form to Pyrgo Priory After School Club or email  
[essexafterschoolclubs@gmail.com](mailto:essexafterschoolclubs@gmail.com)

We have a fun holiday club planned for the children including:

- ✓ Sports and Games
- ✓ Cinema trip
- ✓ Cooking / art and craft
- ✓ Nerf wars and much much more.....

For full details please see our Activity Planner.

**General information**

**Times**

We close promptly at 6pm every evening. If you are going to be late please contact Club as soon as possible on: A late fee will be charged if you arrive after 6pm (please see policies and procedures on parents table)

**Food**

**Breakfast is served between 7.30am and 8.45am**

**Lunch is provided. No Packed Lunch Needed.** Lunch is at 12.15pm.



The children will have fruit and water throughout the day and **tea is served at 4.15pm**

**Please note: We do not allow children to bring mobile phones, tablets, ipads, hand held computer games or other electrical items to club.**

**We look forward to seeing you at the Holiday Club**



# Holiday Club @ Pyrgo Priory Playcentre February 2020

	Monday 17 <sup>th</sup>	Tuesday 18 <sup>th</sup>	Weds 19 <sup>th</sup>	Thurs 20 <sup>th</sup>	Friday 21 <sup>st</sup>
<b>A.M</b>	<p><b>THE BIG BAKE OFF</b></p> 	<p><b>TRIP TO THE CINEMA</b></p> 	<p><b>SLIME MAKING</b></p>  <p><b>JEWELLERY MAKING</b></p>	<p><b>PARK FUN</b></p> <p>(WEATHER PERMITTING)</p> 	<p><b>FACE PAINTING</b></p> <p><b>Abstract canvas art</b></p> 
	Lunch	Lunch	Lunch	Lunch	Lunch
<b>P.M</b>	<p><b>Mosaic making</b></p>  <p><b>ARCHERY</b></p> 	<p><b>VALENTINES PICTURES AND ART AND CRAFTS</b></p> 	<p><b>ORIGAMI CREATIONS</b></p>  <p><b>SEWING / CROSS STITCH</b></p> <p><b>SPORTS AND GAMES</b></p>	 <p><b>NERF WARS</b></p> <p>(BRING YOUR OWN NERF)</p> <p><b>SAFETY GOGGLES SUPPLIED TO ALL CHILDREN</b></p> <p><b>OBSTACLE COURSE</b></p>	<p><b>Party games and funky hair styles</b></p> 



Manager to complete

Staff member taking booking: \_\_\_\_\_

Method of payment	Cash	BACS
Deposit received	Cash	BACS

**Holiday Club @ Pyrgo Priory  
February 2020 Child Booking Form**

Child's Name _____	Age _____	D.O.B _____
Parent / Carer Name _____	Tel No: _____	
Name of child's school _____		
Home address _____		
		Postcode _____
Email _____		

<b>Details of an alternative contact</b>	
Name _____	Contact Number _____
Relationship to child _____	
<b>Medical / Health information</b>	
Does your child have any health issues (including asthma, special educational needs or physical disabilities)? <b>Yes / No</b>	
_____	
Does your child have any dietary requirements or allergies? <b>Yes / No</b>	

<b>Permission: I give permission for</b>	
My child to attend all outings and trips on the days they attend	<b>Yes / No</b>
My child to have their face painted	<b>Yes / No</b>
My child to have their photograph taken	<b>Yes / No</b>
Parent/Carer Signature _____	Date _____

<b>Emergency Medical Treatment:</b> In the event that my child requires immediate medical treatment, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.	
Parent / Carer Signature _____	Date _____

**Please note:** Essex After School Club operates a 'pay and play' policy and all fees for the week are to be paid in advance on the first morning your child attends the Club. You will be charged for all days booked even if your child does not attend.

**Your deposit will be deducted from the last day that your child attends**

**We are open from Monday 17<sup>th</sup> February to Friday 21<sup>st</sup> February 2020**

	Mon 17 <sup>th</sup>	Tues 18 <sup>th</sup>	Weds 19 <sup>th</sup>	Thurs 20 <sup>th</sup>	Fri 21 <sup>st</sup>
7.30am - 6.00pm					
9.00am – 3.00pm		No short day			
7.30am – 12.30pm		No half day			
1.00pm – 6.00pm		No half day			
Please tick the sessions you require					

### Privacy Notice

At Essex After School Clubs we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our partnership with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club. We will use the contact details you give us to contact you via phone, email and post so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\*(such as records of complaints, accidents, and attendance)
- If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_