

## Holiday Club Policy

All children who are aged from 2 years and 10 years of age are eligible to attend the Holiday Club.

- Parents are required to complete the Playgroup new starter forms with relevant information including allergies, SEND or health needs and who can collect the child.
- Fees for the Holiday Club must be paid prior to the start date and if not, the place may be given to a child from the waiting list.
- Children will need to bring a **healthy** packed lunch (**see guidance leaflet**), water bottle, sun cream, sun hat and appropriate spare clothing and shoes.
- Children will be expected to follow the rules and routines of the playgroup, and these will be communicated to them at their first attendance.
- Staff will ensure they have read the forms to familiarise themselves with children's needs and any other pertinent information.
- **All policies will be followed as with a Playgroup or After School Session.**
- Any volunteer helpers or visitors must have a DBS and must have read our policies.
- If children are taken to the park for Sports Activities the risk assessment must be followed.
- Vanessa (DSL) or Sam must be on site or contactable by phone at every session in case of Safeguarding issues.

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 2<sup>nd</sup> June 2026

Signed on behalf of committee:



Name and role of signatory: Anna Spencer, Chair of Committee

Review date: April 2027