University of Warwick Holiday Scheme

Everything you need to know

February 2027

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Pick-up/drop-off location

The February Holiday Scheme will take place at the Cryfield Barn. **Children can be dropped off at any time between 8.30am-9.30am and be picked up between 4pm-5.30pm.**

The Barn

The Barn is based just off Leighfield Road and is almost adjacent to the Sports Pavilion. Please use the University interactive map link, https://campus.warwick.ac.uk/search/6512ca46b1ee2f06921ea2f1?projectId=warwick , to see where to find us on campus.

If you have, or can, download the **what3words app**, please use **pipes.strut.busy**. This will take you directly to the building. Please check the three words are correct and the destination is based on Leighfield Road. **Please note: you can't park directly by the Barn.** Parking options are listed below.

Parking

There are two parking options that both require a short walk (less than 5 mins). The quickest option is the Milking Parlour Car Park and the second option is Cryfield Sports Pavilion Cark Park. The map attached shows where the Car Parks are located.

Walking from the Milking Parlour Car Park:

Towards the back/left of the Car Park (away from the main road) is a sign, 'Milking Parlour.' Follow the sign until you reach another sign 'Cryfield Old Farmhouse.' Walk directly in from of the Farmhouse and the Barn will be in front of you.

Walking from the Sports Pavilion:

Turn left out of the car park (building behind you) and walk up the hill. You will see a crossing and a small right-turn after a 1-2 minute walk. There is a sign entitled 'Cryfield Old Farmhouse.' Please walk towards this and take the right-side of the path. The Barn will be on your left as you approach.

Holiday Scheme Staff

The Holiday Scheme is led by a dedicated team of experienced and qualified staff who are committed to providing a safe, enjoyable, and inclusive environment for all children.

The scheme is coordinated by **Rachael Snell**, Holiday Scheme Coordinator, who is a **Designated Safeguarding Lead (DSL)** and a **Paediatric First Aider**. Supporting her is **David Wilson**, Assistant Holiday Scheme Coordinator, who is also a **Designated Safeguarding Lead (DSL)** and **Paediatric First Aider**.

The wider team includes experienced **Managers**, who oversee the day-to-day operation of the scheme, and **Leaders**, who work directly with children, delivering a variety of engaging activities whilst ensuring their safety and wellbeing at all times.

All Holiday Scheme staff complete comprehensive training and checks before working with children. This includes:

- Child Protection and Safeguarding Training
- Prevent Duty Training
- Basic First Aid Training
- Allergy and Anaphylaxis Awareness Training
- Holiday Scheme Induction Training
- Enhanced DBS check
- Two references

Our staff are carefully selected and are committed to maintaining the highest standards of care, safeguarding, and professionalism. Through ongoing training and regular updates, we ensure that every member of the team is equipped with the knowledge and skills required to support children effectively and respond appropriately to any situation that may arise.

Contacting us during the Holiday Scheme

If you need to contact us whilst the Scheme is running please use following numbers: 07823 362 157 or 07823 362 158. The numbers will only be in use when the Holiday Scheme is running between the hours of 8.30am-5.30pm. If the staff are busy with the children or you have a booking query then please call Rachael on 07392125620 or email holidayscheme@warwick.ac.uk. This information can also can also be found on our website.

What your child will need

Please remember to provide a good-sized packed lunch for your child as they will be using lots of energy throughout the day. All lunch boxes must be clearly marked and **contain no nuts** to protect those children who have severe nut allergies. There are limited refrigeration facilities to store lunch boxes so please pack appropriately and avoid sweets and chocolate where possible. We will discourage the children from sharing the contents of their lunch box with other children to prevent the risk of children consuming foods they should not have. You should also provide your child with a refillable water bottle for use throughout the day.

We recommend that children wear loose, comfortable clothing whilst on the Holiday Scheme. For some activities children will need to bring a change of clothing and/or footwear. For recommendations on what your child should bring each day please check the activity timetable. Please ensure your child does not come in their best clothes and are prepared for all weather types. Layers of clothing and a warm winter coat is essential as we will outside as much as possible.

Lost property

We do expect that you take responsibility to ensure you collect all of your children's belongings at the end of each day; we will not take responsibility for any items left behind or lost during the scheme. At the end of the scheme you will be sent a list by email of any lost property we have collected. Any items not claimed within a week will be disposed of. If you have requested to be taken off the mailing list, you will not receive this email but feel free to get in touch regarding any lost items. **We recommend that you label all of your child's belongings where possible.**

Mobile phones

Please discourage your child from bringing a mobile phone with them. All mobile phones will be collected at the start of the day by the Scheme Manager, kept in a safe place and returned at the end of the day. We cannot accept any responsibility for any loss or damage to mobile phones.

Code of conduct

Every effort has been taken to ensure the children are safe, well cared for and have a positive experience while attending the Holiday Scheme. We would ask you to draw your child's attention to the Holiday Scheme Code of Conduct as we believe that we can only achieve our aims if all of the children are co-operating and behaving well. Please click here to view.

Childcare Voucher Payments (full payment)

If you are paying the whole balance using childcare vouchers, please make arrangements to send these across to the University Nursery. The outstanding amount can be found on your 'booking form' email which was sent shortly after you completed the online form. If you are still unsure of the amount please email holidayscheme@warwick.ac.uk.

There are a number of different childcare voucher providers and the Nursery holds accounts with the majority. If you haven't made a payment using childcare vouchers before, the provider will be able to give you instructions of how to set up a payment. In order to send the payment you will either need a Nursery ID, account number or simply type in the 'University of Warwick Nursery.' Please add your child's name in the reference box so we can clearly identify who the payment is from. More specific details are listed below for the most popular providers:

CCV Provider	What do you search for?
ComputerShare Vouchers	Nursery ID – 0008022810
My Family Care Vouchers	Listed as – University Nursery (University of Warwick)
Care4	University Nursery a/c no – 17952920
Childcareplus	Listed as - University of Warwick Nursery
Enjoy Benefits	Listed as - University of Warwick Nursery
Fideliti Ltd	Listed as - University of Warwick Nursery
Edenred	P20225607

Part-Payments using Childcare Vouchers and Card

If you would like to pay using childcare vouchers and card then please send across the vouchers as described in the above section. We kindly ask that you send confirmation of this payment to holidayscheme@warwick.ac.uk . The remaining balance will then be added to our online form and you will received instructions on how to pay.

Tax-free Childcare

We can also accept payment using the new Tax-free Childcare. Once you have logged into your account please send the payment to the University Nursery, you can also search for us using our postcode, CV4 7AL. It is then essential to let us know via email at holidayscheme@warwick.ac.uk quoting your individual reference number and the amount. We will then be able to locate the payment.

Multiple Childcare Voucher Payments

If you would like to pay the full balance using childcare vouchers but you need to wait until your next allocation of vouchers to cover the full amount, we can accept multiple payments. Please note, the balance needs to be paid before your child attends. In exceptional circumstances we can accept childcare vouchers shortly after the Holiday Camp has finished but this will need to be agreed with Rachael. Please email holidayscheme@warwick.ac.uk.

Late Collection Charges

The opening hours for the Holiday Scheme are 8.30am until 5.30pm. **The Scheme finishes promptly at 5.30pm so please arrive in good time.**

If your child isn't collected by 5.30pm, **but this hasn't happened more than three times**, you will incur the following charges:

- A charge for late collection at the rate £5 for every 5 minutes or part thereof, up to a maximum of £40 per child.
- For the avoidance of doubt, Late Collection Charges will start to accrue from the end of the relevant session (5.30pm onwards).

If your child isn't collected by 5.30pm, **and this has happened more than three times**, you will incur the following charges:

- After three late collections within the same Holiday Scheme, the Late Collection Charge will increase to £10 for every 5 minutes or part thereof, up to a maximum of £60.
- For the avoidance of doubt, Late Collection Charges will start to accrue from the end of the relevant session (5.30pm onwards).

Payment will be due within 14 days of you receiving our notice that a Late Collection Charge is payable. If late collection fees are not paid you may be prohibited from making subsequent bookings if Late Collection Charges remain outstanding.

If you are going to be late unexpectedly, you can give permission for your child to be collected by a friend or family member. To make these arrangements, please email holidayscheme@warwick.ac.uk or call

07392125620, 07823362157 or 07823362158. We will need to know the adults full name and a password of your choice. We will ask the adult for the password on collection.

Feedback

We are always happy to hear your feedback, positive as well as negative, and any suggestions you may have for future Holiday Schemes. Please send your feedback to holidayscheme@warwick.ac.uk.

We have tried to cover all of the important information you may need here, but if you have any further questions please don't hesitate to contact Rachael on 07392125620 or email holidayscheme@warwick.ac.uk. We look forward to meeting you and your child and hope they enjoy their time with us on the Holiday Scheme.