



# University of Warwick Holiday Scheme

Everything you need to know  
May 2024

## Contents

Description	Page number
1. Pick-up and drop-off location	2
2. The Avon Building	2
3. Parking	2
4. Holiday Scheme staff	2
5. Contacting us during the Holiday Scheme	3
6. What your child will need	3
7. Lost property	3
8. Mobile phones	3
9. Code of conduct	3
10. Childcare voucher payments (full payment)	4
11. Part-payments using childcare vouchers and card	4
12. Multiple childcare voucher payment	5
13. Feedback	5

## Pick-up/drop-off location

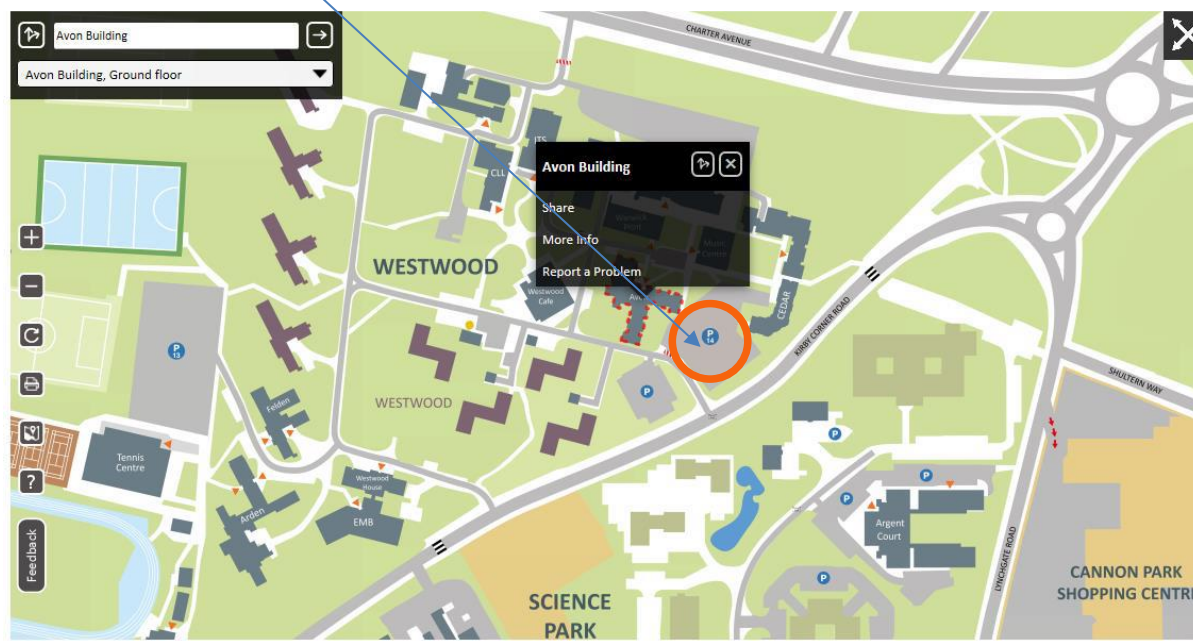
The May Holiday Scheme will take place at the Avon Drama Studio which is situated inside the Avon Building on Westwood. Children can be dropped off at any time during 8.30am-9.30am and must be picked up between 4pm-5.30pm.

## The Avon Drama Studio

The Avon Drama Studio is on the Westwood Campus inside the Avon building. Please see the map below for directions on how to find the Avon Drama Studio. The postcode is: **CV4 8GL**.

## Parking

Please park on **Car Park 14** which is a short walk from the Avon Drama Studio. You will not be charged for parking if you return within 30 minutes.



## Holiday Scheme Staff

Rachael Snell: Holiday Scheme Co-ordinator

The Holiday Scheme will be led by our Co-ordinator and Managers. Rachael has several years teaching experience with different age groups as well as managing a private English and maths tuition centre before joining the University.

We are in the process of appointing two managers who have the relevant qualifications and experience for the role.

Once the Scheme has started, any questions or concerns you may have should be directed towards Rachael or a Holiday Scheme Manager. The Scheme Leaders are either postgraduate or undergraduate students, many of whom have previous experience of holiday schemes and are all full of enthusiasm. All of the staff will be subject to appropriate DBS and reference checks as well as Safeguarding training and First Aid online courses.

## 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](mailto:holidayscheme@warwick.ac.uk). This information 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 coat are essential as we will be outside as much as possible. Please also apply a long lasting suncream if the weather is warm. Staff can not apply suncream but they can guide and support children with new applications.

## 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](mailto: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](mailto:holidayscheme@warwick.ac.uk). The remaining balance will then be added to our online form and you will receive 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](mailto: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](mailto:holidayscheme@warwick.ac.uk).

## 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](mailto: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](mailto: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.