



University of Warwick All Holiday Camps 2019

Everything you need to know

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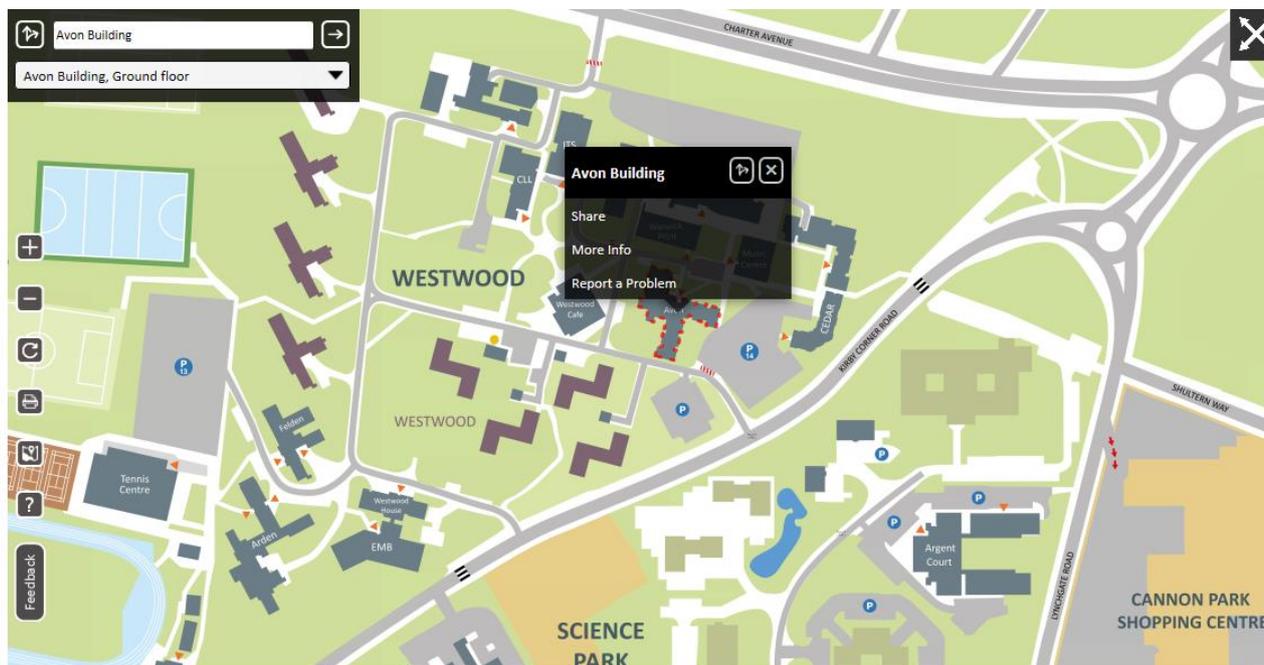
Pick-up/drop-off locations

All Holiday Camps will have the same drop-off and pick-up location which is at the Avon Drama Studio in the Avon building (Westwood). Children can be dropped off at any time during 8am-9am and must be picked up between 4.30pm-6.00pm. If your child is with us just for the morning, please collect your child at 1pm. If your child is with us just for the afternoon, please bring your child to the Avon Drama Studio between 12pm and 12.30pm. **Any late arrivals may result in a change of activity and programme as transportation will not be available after the times stated.**

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.

For all University staff who have a car parking permit please use Car Park 14 which is a short walk from the Avon Drama Studio. Non-permit holders will need to use the pay and display car park that is situated opposite Car Park 14. Security have given permission for you to use the car park free of charge for up to 15 minutes. If you think you will exceed this time limit please purchase a ticket from the machine.



Staffing

Rachael Stephenson: Holiday Camp Co-ordinator

Maria Mortimer: Holiday Camp Manager

Michaela Ferris: Holiday Camp Manager

Estie De Kock: Holiday Camp Manager

The Holiday Camps are coordinated by Rachael who has several years teaching experience with different age groups as well as managing a private English and maths tuition centre before joining the University. Maria, Michaela and Estie are all experienced members of staff who have been working on the programme for many years.

Once the camps have started, any questions or concerns you may have should be directed towards Rachael or a Holiday Camp Manager. The Camp Leaders are either postgraduate or undergraduate students, many of whom have previous experience of holiday camps and are all full of enthusiasm. All of the staff will be subject to appropriate DBS and reference checks as well as Safeguarding Level 1 training.

Contacting us during the summer

If you need to contact us whilst the camps are running please use the following numbers: 07823 362 157 or 07823 362 158. The numbers will only be in use when the camps are running between the hours of 7.45am-6pm. 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 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 camps. 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. We cannot predict the weather at this stage so please prepare for all eventualities.

Climbing bookings only- IMPORTANT

All children, regardless of if they have used the Climbing Centre before, **must** have a [parental consent waiver](#) form completed before their session begins. Your child will not be able to use the climbing wall if we do not receive parental consent. Please also show watch the [bouldering induction](#) video with your child before their session starts. The content will be covered in their session but we find it beneficial if children have watched the video prior to attending.

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

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 so an invoice can be raised for the remaining balance. The invoice will be sent to you approximately 1-2 weeks later via email. The payment details will be at the end of the invoice and you will have 14 days to make 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 camps have finished but this will need to be agreed with Rachael. Please email holidayscheme@warwick.ac.uk.

NEW 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.

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 that are lost or get left behind. Once the camps have finished 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. **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. If your child does bring their mobile phone, they will be unable to use it during pick-up and drop-off time. 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 camps. We would ask you to draw your child's attention to the Holiday Camps Code of Conduct as we believe that we can only achieve our aims if all of the children are co-operating and behaving well. You will find this document on the online booking form.

Feedback

We are always happy to hear your feedback, positive as well as negative, and any suggestions you may have for future camps. You can give us feedback using the online feedback form anytime at <http://www2.warwick.ac.uk/services/childrensservices/holidayschemes/faqs/feedback/>.

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.