

Babraham Funpack- Holiday Club



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Welcome to Funpack Holiday Club

Introduction

Thank you for your enquiry about Funpack Holiday Club. We hope that you will find all the information you need in this prospectus, however, if you have any questions or would like to make an appointment to visit Funpack during the holidays, when we operate, please contact Babraham Nursery on (01223) 496200.

The Babraham Institute opened The Nursery/Playscheme on 10th September 1990. Over the years the nursery and playscheme has expanded. As such, our new extension was built in February 2011 and replaced the old porta-cabin which accommodated the pre-school during term time and Funpack during the school holidays.

In October 2012 Funpack moved from the Nursery to give the Playscheme more space. Funpack now operates from Babraham C of E Primary School. It offers playscheme facilities for children aged between 4 and 12 years (up to the end of year 7). Children must be attending full time school to be eligible to attend and Funpack caters for up to 50 children per session, and is open during all state school holidays and Babraham Primary School closure days, except one closure week between Christmas and New Year.

The Babraham Institute has a worldwide reputation for innovative biological research and it is supported by the Biotechnology and Biological Sciences Research Council (BBSRC). As part of the Babraham Institute, the Nursery and Fun Pack are non-profit making organisations.

Staffing

Funpack is overseen by the Nursery Management Committee and overall responsibility lays with Alison Bishop the Nursery Manager. The Nursery Management Committee includes the Nursery/Playscheme management team, as well as other Babraham Institute employees, some of which are parents who use the setting.

Fun pack is organised and managed by Philippa Beeby, who is also the Nursery Deputy. Whilst Lizzie Allars is the Funpack Deputy, who oversees Funpack in the absence of Philippa. Funpack also employs several different playworkers who work within the playscheme.

Philippa joined the Nursery/Fun Pack in March 2011 as the Nursery Deputy and Funpack Play Leader. She has previously worked in other day nurseries, primary schools and has managed an after school club and a holiday scheme. Philippa has an NVQ Level 3 in Childcare and Education and

an NVQ Level 3 in Playwork. In July 2011 Philippa completed her NVQ Level 4 in Children's Care Learning and Development. She also has a Foundation degree in Early Years, Playwork and Education and is currently working towards her BA (Hons) in Early Childhood Studies. Philippa works full time during the school holidays.

Lizzie joined the Nursery in January 2002 as a General Assistant. She had previously gained child care experience at a local school. In 2005 Lizzie gained her NVQ Level 3 in Early Years and Education. She was promoted to a full time Nursery Nurse working full days in the Pelican room. In December 2010 Lizzie went on maternity leave to have her first baby and came back in August 2011. Lizzie is also the ICT Coordinator for the whole Nursery. Lizzie completed her Level 3 Certificate in Playwork in July 2010 and in September 2012 Lizzie was promoted to playscheme Deputy.

Fun Pack @ Babraham Staff (2016)

Staff	Job Role	Hours worked	Qualifications
Alison Bishop	Nursery/Fun Pack Manager-Office	Full Time	MA, BA Hons, EYP, Child Protection DP
Philippa Beeby	Nursery Deputy /Funpack Manager-Fun Pack, office & all rooms cover	Full time (holidays) 4 days term time	FdA, NVQ 3 & 4 CCLD, NVQ 3 Playwork, First Aid at Work , Child Protection DP, SENCo, Food Hygiene Level 2
Lizzie Allars	Nursery Nurse/Deputy Fun Pack Leader- Fun Pack & Pelicans	Mon-Thurs	NVQ 3 CCLD, NVQ 3 Playwork, Paediatric First Aid
Sarah Wale	Playworker/Nursery Nurse-Fun Pack & Nursery	Full Time	NVQ 3 CCLD, NVQ 3 Playwork, Paediatric First Aid
Dee Franklin	Playworker/Senior - Funpack & Nursery	Mon-Wed	NVQ 3 in Child Care and Playwork Paediatric First Aid
Sarah Marsh	Playworker	School Holidays	FdA in Early Years
Rachel Davidson	Playworker	School Holidays	FA
Zoe Wallis	Playworker	School Holidays	NVQ 3, FA
Catherine Cousins	Playworker	School Holidays	
Penny Clark	Playworker	School Holidays	
Kayleigh Whitehead	Playworker	School Holidays	FA
Jordan Palazon	Playworker	School Holidays	FA
Louisa Pimblett	Playworker	School Holidays	
Harriet Patrick	Playworker	School Holidays	

Catherine Oxley	Playworker	School Holidays	
Alice Lamprecht	Playworker	School Holidays	
Vikki Brew	Playworker	School Holidays	FA
Lizzie Turner	Playworker	School Holidays	
Ross McKenzie	Playworker	School Holidays	
Bethan Farrer	Playworker	School Holidays	
Barbara Oakley Angela Willcox	Office Administrator Office Administrator		

Red=First Aid

The Funpack space

Funpack operates from Babraham School hall, which opens onto to a large secure playing field. The children have access to a cloakroom and there are separate bathroom facilities for both girls and boys. Fresh drinking water is available at all times, although we do ask parents to provide a named water bottle so they can take their drinks outside. The large playing field has a variety of fixed physical activities on offer, including a climbing frame, trees, story area, football goals and a trim trail, and there are many other outdoor activities and equipment that Funpack provides. Inside are a variety of toys, games and equipment that children have free access to. There is a planned activity morning and afternoon for children to participate in if they wish.

Parents can access Funpack from the small side door that leads directly into the hall and are able to park on the playground, however please drive carefully as other families come and go.

Daily Routine

We provide a range of different activities every school holidays and base these on a theme around the children's interests. Themed weeks we have used in the past include art attack, ready steady cook, wet and wild, wizard and witches and ship wrecked. We carry out annual questionnaires for both children and parents to give us feedback on what they enjoy about Funpack and things they would like to see and do in the future. Below is our normal daily routine, but we are flexible with it.

TIME	ACTIVITIES
8:30-9:30	Greeting Activities: Drawing, painting, Games, Puzzles, Home corner, Free choice,

	outside, Self-Chosen activities etc.....
9:30-10:30	Rolling Snack
10:30-12:00	Activities continue/Planned Activity
12:00-2:00	Rolling Lunch and Quiet time: Drawing, painting, DVD, Games, Puzzles, Home corner, Free choice, outside etc.....
2:00-4:15	Planned Activity/free flow
4:15-6:00 4:15-5:30 Fridays	Tea and Home time activities: Drawing, Games, Puzzles, books, outside, group games etc.....

Opening Hours

Fun Pack is open during all State school holidays and Babraham Primary School closures, except Bank Holidays and a one week holiday closure at Christmas.

The opening hours are: 8:30 - 6:00 Monday to Thursday
 8:30 - 5:30 Friday

Fun Pack operates a 'late fine' policy if a child is collected later than the closing time. If you are going to be unavoidably late (for example, if your car has broken down) it would be appreciated if you would telephone the playscheme as soon as possible on 01223 839650.

Security

The school has an entrance security system in place. Parents are required to use the small door and ring the bell to the right of the building to gain access. The Playscheme Manager or Deputy oversee the admittance of parents/visitors to the setting. Parents are required to sign their children in and out each day, whilst Funpack staff also keep a separate register. All visitors are required to sign in/out of the visitor's book and are not left unattended.

Fees

Fee invoices are issued by the accounts department **one month in arrears** and are sent via email. Currently our fees are a flat rate of £27 per day. Fees are subject to change.

Breakfast Club

We offer a Breakfast Club every morning at Babraham Nursery which starts at 7:45am. We provide fruit, cereal, toast, yoghurts and milk with a few activities before Funpack opens at 8:30am. Funpack children are most welcome to attend and will be escorted to the school by a member of the nursery team. There is an additional charge for this facility. Please contact the nursery office for more details on (01223) 496200.

Visitors and Outings

We like to give the children the opportunity to join in with the wider community and therefore arrange visits and workshops from various organisations and companies. In the past, visitors have included Animal Edutainment, a magician, a planetarium, large inflatables (including a gladiator duel), castles and an assault course. You will be kept informed of any forthcoming events in the regular Funpack newsletter.

We plan one big trip each summer when we hire a coach, and we also usually have two smaller trips in the year when we either go to the cinema or bowling using public transport. For these trips there is an additional charge in addition to the usual Funpack rate and no separate Funpack runs on trip days. Occasionally, we take a walk to the local Pocket Park in Babraham and do some fishing with nets and have a snack or a picnic tea there. We are also able to make use of the tennis courts and woods that are on the Babraham Institute site and we also occasionally plan a walk to the park in Sawston.



Quiet Time

Children can choose when they would like to have lunch, over this period we have a quiet time for all the children. After a busy morning, we use this time for the children to relax and either read books, watch a DVD or do quiet activities, for example, drawing, board games or calm outside activities. Free Flow continues over the period for those who would like to go outside.



Meal Times and Snacks

Children are required to bring a packed lunch. This needs to be a balanced meal and **must not include fizzy drinks, nuts or anything containing nuts**. If these items are found in their lunch boxes/bags then they will be removed and handed back to the parents when the child is picked up.

Between 9:30 and 10:30 am the children set out snack, fresh drinking water is available at all times. This allows children to choose when they would like to have their snack enabling them to continue with their chosen activity and can stop at an appropriate time. This is closely monitored to ensure each child has a drink and snack. Children help make and prepare their own snacks daily. Lunch starts at 12 noon and finishes at 2:00pm. Children are able to choose when they would like to have their packed lunch between these times.

Tea is served at 4:00 pm and all the children eat together. The children take turns in serving the tea and also have a chance to help prepare and make the tea, depending on what is on the menu.

If your child has any special dietary needs due to religious, medical or cultural reasons, please inform Funpack in writing via email.



Clothing

At Fun Pack we do lots of fun and exciting activities and sometimes may get a little messy.

Comfortable clothes that are not 'best' and can easily be washed are a good idea.

Parents are asked to provide a bag with a change of clothes in case they are needed. Also weather appropriate clothing and footwear is required as we go out in all weathers and we do not want to have to stop your children from taking part.

Illness

If your child is unwell and would not cope with a normal busy day at Funpack, then please keep them at home. If your child has an infectious disease, then it is important that you inform the management at the Playscheme. Your child will be excluded according to the Playscheme policy. Children will be readmitted at the discretion of the Playscheme Manager. If a child becomes unwell during the day, one of the parents/carers will be contacted to arrange the collection of the child as soon as possible. Please note that for sickness and/or diarrhoea there is a 48 hour exclusion period from the last bout of illness.

Medication

Fun pack is willing to administer medicine as necessary. You must complete a medical authorisation form each day your child needs the medicine, these are available from Funpack. Parents must hand the clearly named and dated medication directly to a member of staff so that it can be put away. Upon collecting your child, you will need to sign another form to confirm your awareness that the medication has been given.

If your child has Asthma or an allergy and requires medication, then please complete either an Asthma care plan or an Allergy care plan, so that this can be displayed to ensure that all staff are aware of the protocol for each child. Please note that any medications, creams, inhalers etc. must not be stored in the cloakroom, for safety reasons these must be given to a staff member upon arrival who will store them appropriately.

Suncream

During the summer months we spend as much time as possible outside in the sunny weather. We feel it is extremely important to protect the children's skin from the sun, so we ask that you provide us with a clearly named sun hat and suitable sun cream, which is no older than one year old. Please can you ensure that your child has sun cream applied before they arrive at Funpack. The children are responsible for re-applying their own sun cream although staff will be around to remind and help if needed.



Accidents

Funpack records all accidents. If your child is hurt or injured in any way during the day, then an accident form will be filled out. Whoever picks your child up is then asked to sign the form acknowledging that they have been told about the accident. We will then give them the bottom slip so that you have a copy of the details of the accident. You may also be contacted at home/work depending on the severity of the injury.

If your child has an accident at home, we ask that you let the Playscheme staff know. You will be asked to complete a home accident/injury form.

Equal Opportunities for all

At Funpack we believe that everyone should be treated equally. We offer a wide variety of activities and make sure that everyone has the opportunity to have a go.

If there is anything you or your child is unhappy about, then please do speak to any of the Playscheme staff.

No Mobile Phones and Smoking Please!!!

The Playscheme and School have a 'No Smoking' policy. We ask that you do not smoke whilst on school premises. In addition, all parents and visitors must refrain from using their mobile phones whilst within the setting. Thank you.

Questionnaires

We carry out questionnaires yearly for parents and children. Any suggestions or comments are always welcome and we always welcome your ideas via email too.

Items from home

Children are able to bring items from home, although we request that no large or expensive items are brought in as we have limited secure storage. Children are able to bring in their DS/Hand held computers or tablets, although the amount of time that they use them whilst at the Playscheme will be limited. Our hand held computer policy is available upon request. If children choose to bring any personal items with them, then they are responsible for them whilst at Funpack. Playworkers in the Playscheme are not responsible for the safety of any child's personal items. Funpack asks that any items are clearly named.

Booking into Fun Pack @ Babraham

Newsletters and booking forms are sent out approximately one month prior to the start of the next holiday. The booking forms also indicate the closing date for applications and the date in which you should hear from us confirming your child's place. The newsletter gives a brief summary of the fun we had during the last holidays, and will also let you know what the theme is and which activities are planned for the forthcoming holiday. **Funpack operates on a 'first come, first**

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served' basis. Places are confirmed via email once the booking form closing date has passed, and once confirmation emails have been sent any cancellations of spaces are still payable.

Early Years Foundation Stage

As Funpack is open to children from the age of four we are required to comply with the Early Years foundation Stage (EYFS), this is a statutory requirement that Funpack must comply with until children are five years old and have completed their reception year at school. All children within the playscheme that come under the EYFS are allocated a keyworker, and are observed and assessed in their developmental pathway, and activities and resources are planned to extend their play and learning.

Overall the EYFS ensures that providers promote children's learning and development, and ensures children are kept healthy and safe through the Statutory Framework. In order to fully support our EYFS children, we like to share observational information with their primary setting. Parents are therefore asked to give their permission to enable us to do this. Once, permission has been sought we will contact your child's reception teacher to ask them for their learning information. Children within the EYFS are also asked to complete an 'All About Me' form highlighting their interests, likes and dislikes.

For more information on the EYFS, details can be found at www.foundationyears.org.uk or www.education.gov.uk/publications alternatively, please speak to a member of Fun Pack staff at any time.

Policies and Procedures

Funpack is dedicated to keeping children, parents, staff and visitor's safe at all times. As such, Funpack Holiday Club has policies, procedures and risk assessments to follow. A copy of which can be found at the club and is available at all times. During a child's first visit to Fun Pack, parents are made aware of key policies that will affect them and their child.

Overall, our aim at Funpack is for children to have fun and enjoy their time with us in a friendly, stimulating, safe and welcoming environment. If you have any comments or questions regarding Funpack, please do not hesitate to contact us on (01223) 496200 or 01223 839650 (holidays only)