

# Babraham Fun Pack- Holiday Club



## Correspondence:

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Welcome to Fun Pack Holiday Club

## **Introduction**

Thank you for your enquiry about Fun Pack 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 Fun Pack during the holidays, when we operate, please contact Babraham Nursery on (01223) 496200.

The Babraham Institute opened The Nursery/Playscheme on 10<sup>th</sup> September 1990. Over the years the nursery and playscheme has expanded.

In October 2012 Fun Pack moved from the Nursery to give the Playscheme more space. Fun Pack 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 Fun Pack 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 Head of Nursery and Fun Pack. 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, whilst Lizzie Allars is the Fun Pack Deputy, who oversees Fun Pack in the absence of Philippa. Fun Pack also employs several different playworkers who work within the playscheme.



Philippa joined the Nursery/Fun Pack in March 2011 as the Nursery Deputy and Fun Pack Play Leader. She has previously worked in other day nurseries, primary schools and has managed another 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 has also completed her Foundation degree in Early Years, Playwork and Education and her BA (Hons) in Early Childhood Studies.



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 completed her Level 3 Certificate in Playwork in July 2010 and in September 2012 Lizzie was promoted to the Fun Pack Deputy role. Lizzie left in August 2015 to have her second baby, returning to work in February 2016. She has previously covered two Senior Nursery Nurse maternity leave posts, gaining leadership experience. In September 2019 Lizzie became Play Leader at Fun Pack After School Club, managing and overseeing the club.

Fun Pack @ Babraham Staff (2020)

| Staff                              | Job Role   | Hours worked    | Qualifications   |
|------------------------------------|--|-----------------|--|
| Alison Bishop                      | Head of Nursery & Fun Pack-Office  | Full Time       | MA, BA Hons, EYP, Child Protection DP  |
| Philippa Beeby                     | Nursery Deputy/Funpack Manager- Fun Pack, office & all rooms cover       | Tue-Fri         | BA Hons, NVQ 3 & 4 CCLD, NVQ 3 Playwork, <b>First Aid at Work</b> , Child Protection DP, SENCo, ENCo, Food Hygiene Level 2     |
| Lizzie Allars                      | Funpack Deputy/After School Club Play Leader- Fun Pack & all rooms cover | Mon-Thurs       | NVQ 3 CCLD, NVQ 3 Playwork, Child Protection DP, Food Hygiene Level 2, <b>First Aid at Work</b><br><b>Paediatric First Aid</b> |
| Dee Franklin                       | Playworker/Senior - Fun Pack & Nursery                                   | Mon-Wed         | NVQ 3 in Child Care and Playwork, Child Protection DP<br><b>Paediatric First Aid</b>   |
| Penny Clark                        | Playworker   | School Holidays | <b>FA</b>  |
| Lisa Stacey                        | Playworker   | School Holidays | <b>FA</b>  |
| Amiee Farmer                       | Playworker   | School holidays |  |
| Chloe Evans                        | Playworker   | School Holidays |  |
| Emma Stephens                      | Playworker   | School Holidays |  |
| Amelie Welch                       | Playworker   | School Holidays |  |
| Emma Humphrey                      | Playworker   | School Holidays |  |
| Ellen Gilbert                      | Playworker   | School Holidays |  |
| Georgia Witney                     | Playworker   | School Holidays |  |
| Stephanie Clark                    | Playworker   | School Holidays |  |
| Thomas Walker                      | Playworker   | School Holidays |  |
| Angela Willcox<br>Teresa Wilkinson | Office Administrator<br>Office Administrator                             |                 |  |

Red=First Aid

The Fun Pack 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

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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 Fun Pack 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 Fun Pack 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 Fun Pack and things they would like to see and do in the future. Below is our normal daily routine, but we are flexible with it.

| <b>TIME</b>                                  | <b>ACTIVITIES</b>   |
|--|---|
| <b>8:30-9:30</b>                             | <b>Greeting Activities:</b> Drawing, painting, Games, Puzzles, Home corner, Free choice, outside, Self-Chosen activities etc..... |
| <b>9:30-10:30</b>                            | <b>Rolling Snack</b>  |
| <b>10:30-12:00</b>                           | <b>Activities continue/Planned Activity</b>   |
| <b>12:00-2:00</b>                            | <b>Rolling Lunch and Quiet time:</b><br>Drawing, painting, DVD, Games, Puzzles, Home corner, Free choice, outside etc.....        |
| <b>2:00-4:15</b>                             | <b>Planned Activity/free flow</b>   |
| <b>4:15-6:00</b><br><b>4:15-5:30 Fridays</b> | <b>Tea and Home time activities:</b><br>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 Fun Pack 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 £31 per day.** Fees are subject to change. Once the booking deadline has passed and places have been confirmed in writing via email, these places are chargeable.

## 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 Fun Pack rate and no separate Fun Pack 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 Fun Pack in writing via email.

## Clothing

At Fun Pack we do lots of fun and exciting activities and sometimes may get a little messy. The school field at certain times of the year can also be very muddy. 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 Fun Pack, 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 Fun Pack. 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 Fun Pack. The children are responsible for re-applying their own sun cream although staff will be around to remind and help if needed.

## Accidents



Fun Pack 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 Fun Pack 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. If children choose to bring any personal items with them, then they are responsible for them whilst at Fun Pack. Playworkers in the Playscheme are not responsible for the safety of any child's personal items. Fun Pack asks that any items are clearly named. Children's tablets and mobile phones must be left at home for safeguarding purposes.

## 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. **Fun Pack operates on a 'first come, first 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 Fun Pack 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 Fun Pack 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](http://www.foundationyears.org.uk) or [www.education.gov.uk/publications](http://www.education.gov.uk/publications) alternatively, please speak to a member of Fun Pack staff at any time.

## Policies and Procedures

Fun Pack is dedicated to keeping children, parents, staff and visitor's safe at all times. As such, Fun Pack 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.

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**Overall, our aim at Fun Pack 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 Fun Pack, please do not hesitate to contact us on (01223) 496200 or 01223 839650 (holidays only)**