



Welcome & Information Pack

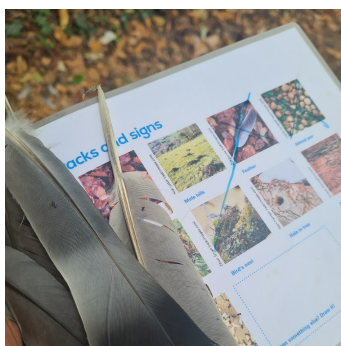
Easter 2025

About Us

Sunnyside Holiday Club began in 2022 in Cambridgeshire aiming to provide a great opportunity for children to make new friends and try out new activities during the holidays. Our holiday club is based at Sunnyside Farm in Stow Longa and offers a variety of activities including arts and crafts, team games and outdoor exploration.

The staff at Sunnyside Holiday Club are all Qualified Teachers with many years of experience working within education. All staff are fully DBS checked and go through child protection & safeguarding training, as well as child mental health training.

Sunnyside Holiday Club is a registered childcare provider with Ofsted (URN 2721599).



Daily Timings

0730 - 0830: Early Drop Off including breakfast (pre-booked)

0830 - 0900: Children arrive for registration

0900 - 0930: Welcome/Games Session

0930 - 1030: Activity 1 (Art, Outdoor or Games)

10:30 - 1045: Break

1045 - 1130: Activity 2 (Art, Outdoor or Games)

1130 - 1215: Activity 3 (Art, Outdoor or Games)

12:15 - 1315: Lunch*

13:15 - 1400: Project session 1

1400 - 14:15: Daily walk/run

1415 - 1500: Afternoon Break (Tuck Shop)

1500 - 1600: Project session 2

16:00 - 1630: Collection from holiday club (afternoon/short day)

1630 - 1800: Dinner & Late Collection

***Morning session collection is 1215 and afternoon session drop off is 1230 - 1300.**

Arrival/Drop Off

The club takes place at Sunnyside Farm in Stow Longa (PE28 0TR).

<https://goo.gl/maps/ZgDYahMpXNm6svVY7>

When you arrive at the venue, please enter the driveway and go through the main gates. Please park your car on the gravel area and bring your child/ren into the barn (Sunnyside Holiday Club Reception sign will direct you to the right end of the barn).

Any tuck shop money and/or medications (clearly named) will be collected and recorded at sign-in. Please ensure that you have included all medical information in your online booking so we can brief staff accurately - if anything has changed, please get in touch with us and let us know as soon as possible.

Please note that the tuck shop is cash only...we recommend 50p - £1 per day (you are welcome to bring in tuck shop money at the start of the week for all sessions being attended).

If you need to contact the staff during the day, please use the numbers below:

Sunnyside Mobile: 07360605193

Nicola Simmerling (Director): 07717883363

Jolene Pattrick (Director): 07718175734

Collection

There are allocated timing slots for collection depending on which session/s your child is booked in to:

1215 - 1230: Morning Session

1600 - 1630: Afternoon Session & Short Day

1630 - 1800: Long Day*

All children must be signed out at reception by a member of our staff. As you leave, if we are unsure as to who you are, you may be asked for your identity and the password provided on the online booking form, please do not be offended by this!

***Please be aware that we will cook and eat dinner during this time. We will aim to eat at 1700 but it will depend on the food being prepared and cooked. We would recommend collecting your child from 1730 if you would like them to have their dinner at the holiday club.**

Early/Late Care

We provide an early drop-off service between 0730 - 0830 for parents that need to have their children looked after before the start of the day. The cost for this is £4.00

There is also an option of a Long Day, which provides dinner and supervision for children until 1800hrs. The additional charge for this service is £4.00.

If you are not booked in for this service but your requirements change then let a member of the team know and we can take payment and arrange this for you on the day.

Food & Drink

Morning:

Please send your child with a water bottle and a healthy snack We request that you avoid sending snacks containing nuts to holiday club.

Lunch:

Please note that we are requesting parents to send children with a packed lunch to holiday club this year - please ensure that lunchboxes/containers are named to minimise the number of lost items we have to collect up during the week.

Afternoon Break:

There will be a small tuck shop available during the afternoon break selling sweets, chocolate, fruit shoots, etc. We recommend that children bring 50p - £1 per day for the tuck shop. Staff will monitor the shop and children will only be allowed to purchase a maximum of two items.

Cash/money for the tuck shop needs to be handed in to reception on arrival to holiday club in the morning...this is to avoid money disappearing/getting lost during the day!

Alternatively, please feel free to send your child with an additional snack for the afternoon.

Dinner:

For those who are staying for a long day, a small cooked meal will be provided in the afternoon, such as pasta, pizza, and hot dogs. This will be served at approximately 5.15pm.

What to wear

Please send your child to the holiday club in clothes that you are happy to get dirty (e.g. not brand new!) and appropriate outdoor footwear, such as trainers. A big part of the holiday club will be exploring outside, so a bit of mud is inevitable.

We base a large number of our activities on the menage during the Easter week, which means that children often get black grubby marks from the rubber on their clothes/skin...we will provide washing buckets for hands and faces but your child/ren will come home dirty!

Please send your child/ren with a raincoat, wellies, and spare clothes in their bag in case we get too wet and muddy during the day and need to change.

Sunny Weather:

Please send a sun hat and sun cream in your child's bag. We request that they have sun cream applied at the start of the day before arriving; we will assist them in reapplying any sun cream during the day.

Cold/Wet Weather:

It can be very cold over the Easter week and we will continue with our activities outside so please send your child/ren in warm clothes and pack extra items including a warm hat/gloves.

We would advise you to label/name all items of clothing.

What not to bring

We request that children do not bring mobile phones, tablets, speakers, headphones, or computer games. There is no real use for these items, and they often get mislaid as children are busy and move between activities.

A big part of our ethos is encouraging children to work together, socialise and explore the natural environment and these items do not allow us to do this.

Lost Property

Named belongings will be returned to children during the holiday club sessions; please label all items brought to the club. Any other lost property will be displayed in the reception area for you to check when signing out your child.

Illness & Injury

We have experienced and qualified First Aiders to deal with accidents and illnesses. Minor accidents e.g. grazes on knees, will be treated and an accident form completed for your signature when you collect your child. However, should a child suffer a more serious injury or fall ill, you will be contacted immediately.

Please do not send your child to holiday club if they have a contagious illness or have had sickness & diarrhea in the 48 hours prior to their holiday club session.

Photo Permission

We try to take photos of both the staff and children having fun taking part in their activities to use on our website and social media feeds. We asked whether you would be happy for your child to have their photo taken on our online booking registration form.

If you do not want your child to have their photo taken and used in this way, could you please indicate this on the booking form.

Policies & Procedures

We have written policies and procedures on:

- Child Protection & Safeguarding
- Parental Complaints
- Child Behaviour
- First Aid & Medication
- Missing Child

- Risk Assessment
- Data Protection
- Health & Safety
- Excursions Off Site
- Camping

Copies of these policies can be viewed at the holiday club reception or by request to a member of staff. Our Insurance documents and Ofsted registration are also available.

Booking Conditions

1. Confirmation of your booking will follow after receipt of your booking form and payment. Payment is regarded as evidence of your acceptance of these booking conditions.
2. We require full payment at the time of booking.
3. Should it become necessary to cancel your booking, you must notify us in writing immediately. If we can fill your place, we will refund your booking (25% will be taken off for administration)
4. No liability will be accepted for personal injury or fatality nor for any damage or loss to personal property unless caused by the proven negligence of Sunnyside Holiday Club employees and/or agents acting within the course of their employment or the scope of their authority
5. Activities are subject to alteration, cancellation or re-arrangement in the event of unsuitable weather conditions, an unsatisfactory level of numbers, or other factors which may arise which are beyond our reasonable control.
6. We reserve the right to exclude or refuse any child at any time prior to, and during the holiday, if in our opinion that child is incompatible with the general 'well-being' of the club. Any additional costs as a result of such exclusion/refusal, including transportation home will be at the parents expense and responsibility and no refund will be made.
7. All complaints should be written and sent to Sunnyside Holiday Club, Kimbolton Road, Stow Longa, CAMBS, PE28 0TR.

We cannot guarantee that your children will be returned in a clean and smart condition but we can guarantee that they will have lots of fun and adventures at
Sunnyside!



Contact Us



Sunnyside Holiday Club

Sunnyside Farm, Stow Longa, CAMBS, PE28 0TR
Company Number: 14705363

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