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**Inspire Youth Zone Holiday Club**We look forward to welcoming your child to Inspire’s Holiday Club. Here’s a few bits of information to ensure that your child has the best possible time at Holiday Club:

• All children who attend holiday club MUST lock their phones away in the lockers provided. They can use our reception phone if they need to contact parents/carers or can check their phones when the lockers are open. This is to safeguard children whilst they are in our care.

• If your child is bringing medication into the Youth Zone, you MUST inform us. Inspire Youth Zone will safely store away medication that can be self-administered by your child, holiday club staff cannot administer any medication to children. We will require an adult to sign in and out the medication on a daily basis. Medication must be brought in with its original packing where possible or a container with your child’s name on it.

• We strongly recommend that you pre-book your child’s/children’s lunches at reception. You can do this at the time of booking or daily as your child comes in. This will prevent your child from having to keep large amounts of money safe. The cost is £2.00 per day which provides them with a meal, dessert and drinks. Alternatively, you are more than welcome to provide your child with a packed lunch.

• Please ensure your child has enough drinks and snacks to last the full day. The café will serve lunch 12pm – 1pm. Please note: no fizzy drinks or energy drinks are allowed. Water will be available at all times.

• Please ensure your child/children have appropriate clothing at all times. We also recommend that children wear ‘messy clothes’ that you don’t mind getting dirty.

• Children must be signed out at reception when collected.

• Children are allowed to leave on their own once a ‘permission to leave’ letter has been signed by an appropriate adult. These are available at reception. Children who are leaving on their own, must sign themselves out first. Children who are in Y6 or Y7 are allowed to sign themselves out and join the senior session at 4pm. (This must be agreed with the Holiday Club Manager when booking your place). Senior Club takes place on Mondays, Wednesdays & Fridays.

• Junior Club from 4pm – Tuesdays & Thursdays. If your child is staying to Junior Club on Tuesday or Thursday, you must pay 50p when your child is dropped off.

• Children must be collected by 4pm. If you cannot collect your child by this time, please ring us to let us know. If you fail to collect your child by 4pm on a number of occasions you will not be permitted to use our holiday club in the future.

For further information or to discuss any issues with the holiday club, please call Reception on 01257 228888. Thank you