



HOLIDAY CLUB - Parent Guide

Welcome!

We hope you and your families are well.

By sending your child to holiday club, you agree that you are doing this with the understanding of the risks that are involved. You also agree that you have read, and will adhere to, our safety guidelines.

We are really looking forward to welcoming back old faces and new, and enjoying the holidays in our beautiful woodland!

The Churchwood Forest School CIC Team

Please read the following safety guidelines carefully.

Our safety measures

1

Drop off and pick up

- Drop off and pick up will take place at the gates just inside the entrance to the woods.
- Please park along the entrance lane to Churchwood Valley Holiday Park. To find us, walk back towards the main road and cross straight over into the woods.

Drop off

- We will meet you by the gates. Here we will check your emergency contact details and answer any questions you may have about the day.
- After you've said goodbye to your child, they will wait on the other side of the gate until everyone else has arrived. We will then walk into the woods together.

Pick up

- Please do not walk into the woods or enter the Forest School site.
- Please wait by the gates for us to bring the children out of the woods.
- We will stay on one side of the gate and send the children out to their parents one at a time.

Important information for you

- Please can only one person from your family drop off and pick up your child. If you need to bring other children with you at these times, please keep them close to you.

Please do not bring your child to holiday club if you, they are unwell.

2

Your child's health

- Please **do not** send your child to holiday club if they are unwell.
- Please **do not** give your child any medicines (such as Calpol) before sending them to holiday club – if they need to take medicine, they need to stay at home.
- If your child takes regular medication, please discuss this with a member of staff.
- If your child becomes unwell while at holiday club, we will contact you straight away and ask that you collect your child immediately.

3

Clothing and belongings

- The temperature in the woods varies greatly from that outside due to the amount of leaf cover. The great British weather can also change hourly throughout the day!

Kit list – for a day in the woods, all children will require:

- Waterproof trousers/dungarees (if you have them)
- Waterproof coat
- Warm, comfortable shoes (no open-toe sandals please)
- Long trousers – please do not send your child in shorts as bare legs are easily scratched when climbing and playing.
- Long sleeved top / T shirt
- Jumper
- Hat – preferably a sun hat *and* a fleece hat for cooler days
- Gloves – on cooler days (hands can get cold very easily)

Spare clothing

- Please ensure your child has a full change of clothes in their bag, including underwear. We can get very wet and muddy, even on sunny days! Please also include extra layers as the temperature can vary under the trees.
- If your child has toileting accidents, please include extra underwear in their bag.
- If possible, please also include a spare pair of shoes in your child's bag. We often visit the stream and get very wet feet!

Other belongings

- We would appreciate it if children could leave their toys and other personal belongings at home.

4

Sun cream and bug spray

Sun cream

- Please apply a high factor sun cream to your child **before** they arrive at holiday club. Please also supply a bottle of high factor sun cream in your child's bag, with their name clearly written on it.

Bug spray

- We have lots of midges in the woods that like to bite around hairlines and on the scalp. They particularly like fair-haired people and have incredibly itchy bites! Please apply bug spray to your child before they arrive at holiday club to avoid them getting bitten.

Ticks

- We do occasionally have ticks in the woods. Please read the attached information sheet about how to prevent tick bites and what to do if your child has been bitten by a tick.

5

Food and drink

- Please provide your child with a named water bottle and substantial packed lunch (they will get very hungry!).
- We will provide a mid-morning snack and an afternoon treat cooked over the fire.
- Please ensure you have informed us beforehand if your child has any dietary requirements, allergies or intolerances, so that we can cater for their needs in advance.

6

Hand washing

- We will ensure children wash their hands for at least 20 seconds regularly throughout the day and particularly:
 - on arrival at holiday club and before they are collected;
 - after sneezing or coughing;
 - before and after handling food and eating; and
 - after using the toilet.
- We will supervise the children and assist them in hand washing where necessary.
- We will also wash our own hands regularly throughout the day.
- We will ensure we have an adequate supply of water, soap and disposable paper towels to use.

7

Promoting good hygiene

- We will promote good hygiene by encouraging children to sneeze or cough into their elbows, or into a tissue which they will then throw away.
- We will continue to help children blow their noses and use the toilet, if necessary.

8

Cleaning

- We will carry out an enhanced cleaning schedule throughout the day to minimise the risk of any germs spreading.

9

PPE

- We will continue to wear disposable gloves and aprons to assist children with toileting and for any first aid incidents, as per usual.
- Should a child become unwell, we have a specific set of PPE to use including a face shield.

10

Staff and contact details

- The Forest School leader is Emilia
- **Our Forest School phone number is 07407053877**
- Please be aware that we may not be able to answer the phone immediately while we are in the woods, as we may be busy getting muddy with the children!

Thank you for taking the time to read these safety measures. If you have any questions, please do not hesitate to contact us.

Ticks and Lyme Disease

What are ticks?

Ticks are tiny creatures found in grassy or woodland areas. They attach themselves to passing animals and people. They do this by finding a suitable spot where they bite through the skin and feed on blood. They will usually feed for 3 to 5 days before dropping off.



How to prevent ticks

Please ensure that your child has most of their skin covered. Ideally, they should wear long trousers and a long sleeved top, even in summer. Tick bites are not often painful and you may not notice a tick unless you see it on your skin. Please check your child for ticks when they return home from kindergarten. Particularly vulnerable areas include where there are folds of skin, such as the armpit and even the scalp.

What to do if your child has been bitten by a tick

While most tick bites are harmless, it is important to remove the tick as safely as possible in case they are carrying Lyme disease.

To remove a tick safely:

- Use a tick removal tool (you can buy these from pharmacies, vets and pet shops).
- Slide the tick removal tool gently under the tick from the side.
- Lift the tool lightly and gently twist it several times.
- The tick should become detached after 2 or 3 rotations and may then be disposed of in your household waste (wrapped in a tissue or squashed first).
- Clean the bite area with antiseptic or soap and water.
- **Do not squeeze or crush the attached tick.** If any part of the tick remains in the skin, remove with fine tweezers.

[If you do not have a tick removal tool, it is possible to use fine-tipped tweezers but extra care must be taken not to squash the tick. Using the fine-tipped tweezers, grasp the tick as close to the skin as possible and gently pull upwards. Do not squeeze or crush the tick.]

What is Lyme disease?

Lyme disease is an illness caused by a bacteria which lives in the guts of ticks. Most ticks do not carry the bacteria, but infection could be passed on if you are bitten by one. The risk of getting ill is low but if you become unwell or are worried you should contact your GP.

Signs and symptoms of Lyme disease

The most common symptom is a slowly expanding rash around the bite, usually after 5 to 14 days. Other typical symptoms include fever, headache, aching muscles or nausea. Most cases can be treated successfully with a course of antibiotics.

