



**Active
Camps**



A Parent's Guide to Active Camps



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Thank you for choosing Aspire Active Camps as your childcare provider this school holiday.

Our mission at Active Camps is to ensure that your child's experience is fun and memorable. We have put together the following information to make your experience as enjoyable as theirs.

Who are Aspire Active Camps?

Aspire Active Camps are part of the Aspire Group, providers of first class physical activity programmes throughout the Midlands. Established in 2008, Aspire Active Camps are recognised as a leading provider of Ofsted registered school holiday childcare in the West Midlands. With the aim to provide high-quality sport and activity focused childcare, Active Camps is an affordable, flexible and safe solution.

What happens at registration?

The registration area is signposted at each Active Camp venue (you can also see the detailed venue information at the end of this guide). Drop-off is between 8am and 9.30am during which time children can partake in a range of activities. Your selected academy will start at 9.30am.

Our camp coordinator will be at the sign-in desk to ensure your child is signed in and to answer any questions you may have. Contact-free sign in and out will take place using the Active Camps App, please make sure you know the 5 digit pin you set up on your account.

If another adult will be collecting your child please inform the coordinator and ensure the adult collecting your child knows your pin code. If you need to collect before the expected sign out time, please let the coordinator know. Once your child is signed in, a member of the team will show you where to leave any bags and coats.

Collecting your child early

If you need to pick your child up before 4pm, please ensure that the coordinator is made aware of this at registration as to comply with the Ofsted regulations our gates/doors remain locked until 4pm.

During Active Camps

At the start of each day, it will be the responsibility of the team to clean the equipment that will be used. Antibacterial wipes and other necessary cleaning products will be provided at each site. Activities will be delivered in outside spaces, weather permitting.

At the start of each activity, all children and team members will either wash their hands (following Public Health handwashing guidance) or use hand sanitiser. Hand sanitiser or a wash station will also be made available. Used paper towels will be disposed in the bins provided. Bins will be emptied at the end of each day.

The use of equipment is permitted and activities will be delivered in line with government and national governing bodies' recommendations.

Designated cleaning times will be scheduled throughout the day to clean equipment and surfaces. Prior to eating and drinking, all children and team members will wash their hands, before returning to their space with their group.

What should my child bring?

As your child will be active and running around for most of the day, they will need to bring the following:

- **A refillable bottle** – water is available at all our sites
- **A packed lunch** – please avoid sending your child to camp with nuts or any items that could contain nuts (please note we cannot refrigerate any food items)

All Active Camps are nut allergy aware. Please avoid sending your child to camp with nuts or any items that could contain nuts. Thank you for helping us keep children safe!

- **Healthy snacks** – as well as lunchtime, your child will have two breaks throughout the day to have a snack
- **Sun cream** – to help avoid sunburn in the summer months we ask you to provide your child with sun cream and ensure they know how to apply it
- **Clothing** – we advise that you send your child with an additional set of clothing, just in case!

All equipment is provided however if your child is attending the football/hockey/rugby/cricket academy, please ensure they bring the correct equipment for the relevant sports (i.e. shin pads, gum shield, protective box).



What NOT to bring?

- Please avoid bringing any nuts or items containing nuts
- Mobile phones, tablets and all other electronic items - we will be too busy to need them!
- Sports equipment - we will provide this
- Any valuables, such as watches or jewellery

What should my child wear?

As we will be running around and taking part in physical activity, we suggest they wear loose, comfortable clothing and correct footwear that is appropriate to the weather and the activity they are taking part in.

What happens if my child has a medical condition?

We want to make sure we give you and your child the best and safest experience possible while at an Active Camp. To make this happen, we need to be aware of any pre-existing medical conditions and any additional information when you make the booking.

If your child requires medication during their day at camp, please bring this to the attention of the camp coordinator upon arrival as you are required to complete a short Adminstrating Medication Form.

All information regarding your child's medical needs will be treated in the strictest confidence.

Illness during Active Camp

If a child or team member starts to display COVID-19 symptoms whilst at Active Camps, they will be removed from the group and put into an agreed isolation room with each venue. The Coordinator will dress in full PPE and stay with the child until they have been collected by their parent, guardian or carer.

In the case of a team member, the Coordinator will contact the Aspire management team who will attend the venue to take over the running of the Active Camp. The Coordinator will become the new activity coach.

The individual will be advised to be tested immediately for COVID-19 and self-isolate following government guidelines until a result has been returned. If the result is negative, that person can return to their activity group.

If the test is positive, you must follow government guidance regarding self-isolation and inform Aspire immediately. Aspire will advise close contacts with regards to self-isolation requirements.

What happens if my child has an accident?

All our Active Camps team members are trained first aiders, so you can rest assured that your child is in safe hands should an accident occur. We will deal with any minor accidents on site and your child will be given a sticker to wear for being brave. The accident will be recorded on the Active Camps App, which will be shared with you upon collection of your child that will need you to check and sign.

If there has been a more serious incident or your child has fallen ill, you will be contacted by telephone immediately.



What if my child's behaviour is inappropriate?

At Active Camps, we encourage and reward positive behaviour and deal with inappropriate behaviour firmly and fairly.

We have the Active Camps Code of Behaviour on display at all times, and staff will explain to the children what is expected of them throughout the day regarding behaviour.

Any behavioural problems will be dealt with as they arise, but in serious or persistent cases you will be contacted. If your child has any additional requirements or needs, please do let us know as we want every child to have the best possible time with us.

All disclosures will be dealt with the strictest confidence.



What happens in Xtra Time?

Children can attend Xtra Time for up to two hours per day and during this time can partake in a range of activities. The team will arrange a selection of games for the children such as table tennis, circle games, bowling, etc. They are also given the opportunity to relax in a quiet zone with colouring, Lego and board games.

What happens if I'm late picking up my child?

We understand that sometimes you may be running a little late, don't panic. Just contact the Active Camps coordinator on the number provided on the contact card and let them know. If you are unable to contact them on the mobile, please call the office on **0121 663 1979** and we will be able to help.

Please note that unfortunately due to staffing, a small charge will be incurred for delays of more than 15 minutes after the pre-booked collection time. For more information on this, see our Terms and Conditions.

Collecting your child early

If you need to pick your child up before 4pm, please ensure that the coordinator is made aware of this at registration as to comply with the Ofsted regulations our gates/doors remain locked until 4pm.

Is Aspire Active Camps Ofsted registered?

All our venues are registered with Ofsted and the Active Camps team endeavour to keep our high standards. The Ofsted registration number for your chosen venue is provided below in the venue specific information.

Do you accept childcare vouchers?

Yes, we do! As an Ofsted registered provider, we can offer this excellent benefit. To book using childcare vouchers just follow our simple online booking process and select the 'pay by childcare voucher' option at the payment page. If you need any assistance, call our office and a member of our team will be able to help you.

Our venues

Codsall

Address	Codsall Leisure Centre Elliotts Lane Codsall Wolverhampton WV8 1PG
Where to register	Registration is between 8.30am and 9.30am. During this time your child can participate in various activities. All academy activities start at 9.30am For the registration and sign out area: Enter reception Walk straight down the corridor in front of you Turn right Enter the double doors in front of you Turn left and you will see our desk Sign out is at 3.30pm.
Ofsted Reg No.	2518636
Coordinator Contact Number	07508 449 861 This number will only be available for the duration of the Active Camps holiday period

Leamington Spa

Address	North Leamington School Sandy Lane Leamington Spa CV32 6RD
Where to register	Registration is located in the main sports hall between 8.00am and 9.30am, which is to the right hand side of main reception. During this time your child can participate in various activities. All academy activities start at 9.30am. Sign out is also located in the sports hall at 12.30pm, 4.00pm and after 4.15pm for those doing Xtra Time.
Ofsted Reg No.	EY476056
Coordinator Contact Number	07732 167 492 This number will only be available for the duration of the Active Camps holiday period

Sutton Coldfield

Address	<i>Bishop Vesey's Grammar School</i> Lichfield Road (Boswell Road entrance) Sutton Coldfield B74 2NH
Where to register	Registration is located in the main sports hall between 8.00am and 9.30am, which is accessed off Boswell Road in the main car park. During this time your child can participate in various activities. All academy activities start at 9.30am. Sign out is also located in the sports hall at 12.30pm, 4.00pm and after 4.15pm for those doing Xtra Time.
Ofsted Reg No.	VC373154
Coordinator Contact Number	07946 668 857 This number will only be available for the duration of the Active Camps holiday period

Wombourne

Address	<i>Wombourne Leisure Centre</i> Ounsdale Road Wombourne Wolverhampton WV5 8BJ
Where to register	Registration is between 8.30am and 9.30am. During this time your child can participate in various activities. All academy activities start as 9.30am. For the registration and sign out area: Enter reception Turn right Follow the ramp round to the left and continue as it veers right Enter the double doors directly in front of you Sign out is at 3.30pm.
Ofsted Reg No.	2518650
Coordinator Contact Number	07508 449 769 This number will only be available for the duration of the Active Camps holiday period



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