

Hartley House Activity Clubs Booking Conditions

Activities are tailored to suit individual age groups. They are designed to offer the participants a varied, active and fun day. In some cases the older children may be separated from the younger children for certain activities. Qualified staff will ensure that children are cared for individually throughout the day.

Food Children who are attending a morning or full day session are asked to bring along a healthy packed lunch in a suitable container. Please do not include any nuts or nut products. Snacks of fresh fruit and drinks of fruit juice, milk and water will be provided during the day.

Clothing Children should wear clothing appropriate for activities and bring an outdoor coat and wellies; a change of clothes should be provided in a small kit bag or rucksack and are highly recommended. Please ensure that all items are clearly named and a check is made to ensure all personal belongings are present when children are picked up. Although there is a cupboard for lost property, Hartley House accepts no responsibility for personal belongings.

Medication Any child required to take prescription medication during the Clubs should be sent with their medication clearly marked with the child's name, the correct dosage and the frequency, together with any special storage instructions. This must be given to a member of staff at the start of each session each day. You will be required to fill in the medication book giving us permission to administer the medication. The staff will ensure that the medication is taken at the correct time. This does not apply to inhalers used to control asthma, although these should be clearly marked with the child's name.

Insurance All children are covered by Hartley House Montessori's insurance whilst participating in activities organised by the Club.

Booking forms and deadlines Booking forms must be completed in full and any changes of emergency contact number should be notified to the staff immediately. All bookings must be received no later than one week prior to the start of the Club to secure a place.

Confirmation Your booking requests will be confirmed on receipt of a completed booking form.

Cancellations and Refunds Once a booking has been made and confirmed, if a child misses any session at the discretion of the parents or due to illness, the cost of the session is still due in full. At no time will a refund be made or credits transferred for future sessions.



February Half-Term Holiday Fun!

Please return your completed
booking form at your earliest
convenience to:

Alex Convery
Activity Club Manager
Hartley House Montessori
The Lido
Worthy Lane
Winchester SO23 7DZ

01962 856201

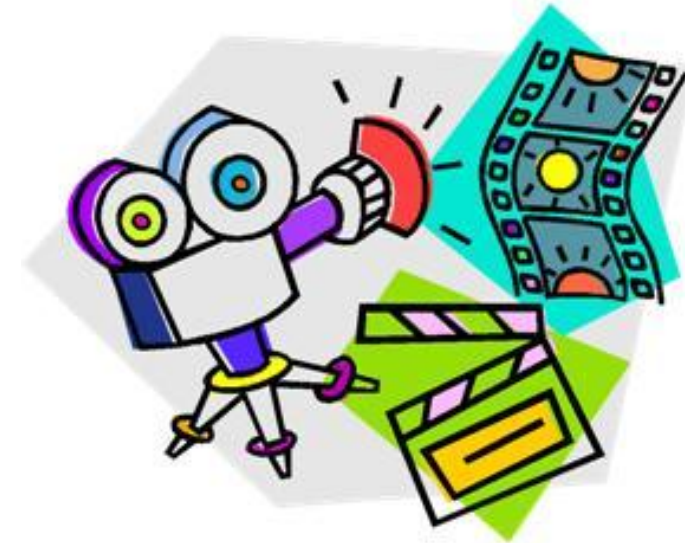
*Please note, the holiday club is run
according to demand so please submit
your completed forms at the earliest
time to ensure that we can run for the
sessions you require.*

**Hartley House
Montessori**



**Hartley House
Montessori**

**February
Half-Term
Holiday Fun!**
13th to 17th February 2012



01962 856201
www.hartley-house.co.uk

**Hartley House Montessori
The Lido
Worthy Lane
Winchester SO23 7DZ**

BOOKING FORM

Child's Name

Child's Age

Parent's Name

Address and Postcode

Email Address

Home Tel No

Emergency Tel No

Third Party Name, Tel No and relationship to child

GP's Name and Tel No

Please specify any Special Needs, Allergies or Medication

On some days we would like to take the children on short local trips, eg, to the park. Do you consent to your child taking part in such activities? Yes / No

Signed:

Date:

Print Name:

Please tell us below where you got this leaflet from – thank you!

The Holiday Club is organised for children aged between 3 and 8 years. Please note that all children must be fully potty trained.

PLEASE TICK THE BOX RELATING TO THE SESSIONS REQUIRED – THANK YOU!

Monday 13th February

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> 8 am to 1 pm | <input type="checkbox"/> 8 am to 4 pm |
| <input type="checkbox"/> 9 am to 1 pm | <input type="checkbox"/> 9 am to 4 pm |
| <input type="checkbox"/> 1 pm to 4 pm | <input type="checkbox"/> 8 am to 6 pm |
| | <input type="checkbox"/> 9 am to 6 pm |

Tuesday 14th February

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> 8 am to 1 pm | <input type="checkbox"/> 8 am to 4 pm |
| <input type="checkbox"/> 9 am to 1 pm | <input type="checkbox"/> 9 am to 4 pm |
| <input type="checkbox"/> 1 pm to 4 pm | <input type="checkbox"/> 8 am to 6 pm |
| | <input type="checkbox"/> 9 am to 6 pm |

Wednesday 15th February

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> 8 am to 1 pm | <input type="checkbox"/> 8 am to 4 pm |
| <input type="checkbox"/> 9 am to 1 pm | <input type="checkbox"/> 9 am to 4 pm |
| <input type="checkbox"/> 1 pm to 4 pm | <input type="checkbox"/> 8 am to 6 pm |
| | <input type="checkbox"/> 9 am to 6 pm |

Thursday 16th February

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> 8 am to 1 pm | <input type="checkbox"/> 8 am to 4 pm |
| <input type="checkbox"/> 9 am to 1 pm | <input type="checkbox"/> 9 am to 4 pm |
| <input type="checkbox"/> 1 pm to 4 pm | <input type="checkbox"/> 8 am to 6 pm |
| | <input type="checkbox"/> 9 am to 6 pm |

Friday 17th February

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> 8 am to 1 pm | <input type="checkbox"/> 8 am to 4 pm |
| <input type="checkbox"/> 9 am to 1 pm | <input type="checkbox"/> 9 am to 4 pm |
| <input type="checkbox"/> 1 pm to 4 pm | <input type="checkbox"/> 8 am to 6 pm |
| | <input type="checkbox"/> 9 am to 6 pm |



Please remember to provide your child with a healthy packed lunch for morning and full day sessions.

Session Times and Prices

8.00 am to 1.00 pm	Morning & Lunch	£21.00
9.00 am to 1.00 pm		£17.25
8.00 am to 4.00 pm	Full Day	£31.50
9.00 am to 4.00 pm		£29.00
8.00 am to 6.00 pm	Full Day & Tea	£39.50
9.00 am to 6.00 pm	(includes cost of tea)	£35.75
1.00 pm to 4.00 pm	Afternoon	£10.50

February Half-Term Holiday Fun!

Each day there will be a different theme with a variety of related activities plus a range of other activities for the children to take part in appropriate to their age. These may include:

- Dancing ● Acting ●
- Dressing Up ● Getting Messy! ●
- Arts & Crafts ● Sports & Games ●

Monday: Brave Heart

Tuesday: Strictly Come Hartley House Dancing

Wednesday: Candle Craft Day

Thursday: Film Making and Oscar's Day

Friday: Let's Get Messy

A full programme of activities for each day is available to download from the front page of our website

www.hartley-house.co.uk

