

Summer Holiday Club

Dear Parents

We are pleased to be able to offer our Holiday club that can benefit your child through inclusion of an educational element during the summer break. If you know your child is struggling with a particular subject or an overall learning attitude needed to work on then this Holiday club could do wonders for their confidence and help them get off to a flying start in the new academic year.

Our Holiday Club for 5 weeks will be running on the dates below. This will be open to children aged 5-16.

24th July - 28th July

31st July – 4th August

7th - 11th August

14th - 18th August

21st - 25th August

We are offering a 4 hours session (Monday-Friday), 10am – 2pm for (£22.00) per Day.

2 hours study, 1 hour Lunch (provided by us), 1 hour indoor/outdoor activities.

Indoor activities: Behaviour development workshops, soft skills development, chess competitions, movie afternoon, brainstorming games, science quiz competitions, mental maths games.

Outdoor activities: Library visit, Leisure centre visit, park visit, Museum and seaside Trip.

Children must be dropped off at 10am and no earlier as there will not be any supervision before that time.

We will provide your child/children; sandwich, piece of fruit, healthy snack and juice/water.

I have attached a Holiday Club booking form and activities sheet. To reserve your place/s please return your completed form, with **full payment** by Sunday 2nd July 2017. Booking a place by this date allows me to plan activities that are most suitable for the group of children at holiday club on a particular day and ensures the best possible experience for your child.

Limited seats are available and Reservations will be on a first come first served basis. Activities will be weather dependent and subject to change. Where possible, parents will be informed in advance of any changes to activities.

Please ensure your child is dressed appropriately for the weather conditions, with a coat, welly boots, sun hat and sun cream, as well as appropriate footwear for any excursions. We will be using the outdoor swimming pool and may also make use of the All-weather pitch this Summer, to be able to access this your child will need a clean, spare pair of shoes. These can be ordinary trainers or 'astro' shoes but must be clean. For the swimming pool, they will need to bring their swimming costume/trunks and a towel.

If you have any queries please contact:

[02037309261](tel:02037309261), [07538200411](tel:07538200411)

info@stepsinstitution.co.uk

Best Regards

Nayla Ahmad

Director Steps Institution

Al-Zahra Education Ltd t/a STEPS Institution. Company registered in England & Wales No.0838899. Registered Office: 61 Market Street, London, E6 2RD.

Holiday Club Policy for Parents

STEPS offer a holiday club throughout summer holidays 2017. This is open for children aged 5-16 and will be based at 61 Market street, E6 2RD, London.

The pricing is £22.00 for a four hours session(10am-2pm).

For a child to be officially booked in booking forms, terms and conditions and payment must be received.

50% Sibling Discount.

25% Bring a Friend Discount.

Electronic devices (including mobile phones) and own toys must not be brought into holiday club as we cannot guarantee their safety especially on days out. Parents can contact us throughout the day at (07538200411). We encourage healthy eating at holiday club, this is done by providing a sandwich, different fruits and vegetables, juice and water at lunch time. Water is available to children throughout the day. The children are encouraged to eat sandwiches or alternative first and then fruit or alternative. Please do not give your child sweets, solid chocolate or fizzy drinks (KitKats, breakaways etc. are allowed) as lunch, they will not be allowed to eat it, if a fizzy drink is brought in they will be provided with water. If you provide your child with grapes please could you cut them in half due to choking hazards. We run a nut free holiday club. When going on trips please avoid any food that could attract wasps and bees. Please dress your child for the weather as well as bringing coats and sun cream each day. Could you also note when we are going on trips so your child is dressed appropriately including sun cream and hat. When dropping your child off the holiday club will not be open until 10 am and children will not be supervised until then. Children must be brought to the door for parents to sign them in and then signed out at the end of the day. For trips, children must have arrived by the stated time on the activity plan, if not we will leave without the child. Please ring if you think you might be late.

The camps fill up very quickly, make sure you book your space ASAP!

Cancellation policy: Full refund for all club cancellations that take place more than 8 days before the club is due to run.

Summer Holiday Club Booking Form 2017

Name of child:

Age of Child:

Parent Name:

Contact number:

Email:

Please indicate which days you would like your child to attend by 2nd July 2017.

Signature.....

I enclose, a cheque for £..... made payable to Al-Zahra education Ltd t/a Steps Institution.

Please note that payment in full must be made in advance and at the time of booking.