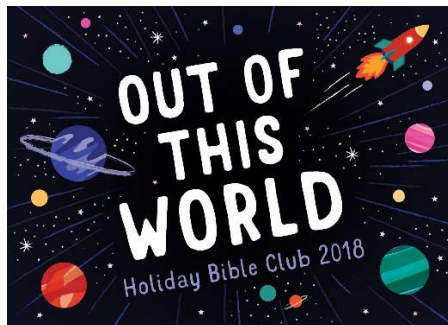


Holiday Bible Club 2018

Mon 30th July to Fri 3rd August
at
The Coombes CE Primary
School



Information for Parents and Carers

Thank you for booking your child(ren) into HBC. We are very much looking forward to meeting them. This leaflet should give all the information you need ahead of the week – but please don't hesitate to call us on 0118 976 0285 or e-mail hbcbookings@abch.org.uk if there is anything else you need to know.

During the week itself, please direct any queries to the Information Desk that will be located in the Registration and Check-In area in the mornings.

Finding Us

HBC is held on the field at The Coombes CE School, School Road, Arborfield, RG2 9NX.

Parking

There is no parking at the school, so please use local roads, but please be considerate and make sure that you don't block access for local residents (we always get complaints, and are keen to keep these to a minimum).

Checking-In

Early Arrivals opens at 8:45am each morning. Look for the HBC flag on the pavement and head for the signposted Check-In area and there will be people there to meet you and take you to the right place. (Please note that we are unable to accept any early arrivals who are not specifically booked in for this beforehand.)

For all others, Check-In will open at 9:45am. Please enter the gate in School Road marked by the HBC flag and follow the signs to the Check-In area.

If you haven't yet booked a place, go straight to the Booking Desk, where you will need to complete a booking form and pay. (Please note that we may not have places available at that stage – at present we only have spaces left in Under-5s and 9-10s.)

If you have already booked places, go straight to the Check-In Desk. Your child will be issued with a sticker to indicate that they are booked in. Once they have their sticker, please wait with your child until we open the field at 10am. (Note that we cannot take responsibility for your child until 10am.)

Once HBC opens at 10am, please accompany your children to their age-groups, following the directions on the field.

Daily Timetable

Under 5s (with parent/carer): 10am-12pm each day.

5-14 year olds: 10am-3pm each day (8:45am-3pm for those booked into Early Arrivals).

Morning Programme: Mornings are packed with all sorts of activities, including songs, talks, crafts, competitions, and group-times.

Afternoon Programme: In the afternoons, 5-14 year olds are offered a range of sports, crafts, and other activities.

On Mon 30 and Tues 31 July, and Thurs 2 August, children aged 7 and over will have the opportunity to play football at the local recreation ground. (We are very grateful to Arborfield Parish Council for allowing us to do this.) Leaders will escort children who choose this option to and from the Rec, and children will be carefully supervised at all times. If you do not want your child to go to the Rec like this, please let us know at the Information Desk at the Check-In area.

On Wednesday 1 August, there will be a number of large inflatables on site for the children to play on, as well as some traditional fairground games (with sweets as prizes).

One of the afternoon craft activities is face-painting. If you do not want your child to be involved in this, please let us know at the Information Desk at the start of the week.

On Friday 3 August, we will enjoy our traditional watersports on the field. Children should expect to get very wet (!), so please send them with a towel and change of clothes (including a t-shirt to be worn over any swimwear). Please leave water-pistols at home!

Naturally, quite what we do in the afternoons will depend on the weather. But we will do our very best to keep everyone entertained.

Breaks. We will stop for a drink and a biscuit each morning and for a drink each afternoon. Please send your child(ren) with a drink in a water bottle that is clearly marked with their name. We'll provide water to anyone who forgets, and happily top up water bottles too, so children shouldn't go thirsty. Please note that we cannot guarantee that the biscuits will be suitable for children with food allergies or intolerances, so they may wish to bring their own.

Lunches. Please send your child with a packed lunch. Children will eat their lunches in small groups with their leaders. Please follow these guidelines:

- All containers to be labeled with child's name
- No food containing nuts
- No fizzy drinks

Going Home

All children need to be collected from their particular age-group area at 3pm each day. We recognise that some parents will arrive earlier, but would ask them to wait patiently until the children are released. **Please do not arrive later than 3pm** as leaders have team meetings and prep to do for the following day as soon as the children have safely gone.

Leaders will be instructed not to let children go until they have seen the adult who is collecting them. We realise that it takes parents a while to collect different children from around the site, but hope you can appreciate our desire to make absolutely sure that no-one goes missing.

If you would like your children to leave HBC on their own, please speak to their age-group leader at the start of the week, or hand in a note at the Information Desk at the Check-In area to let us know.

Wednesday Ice-Creams

One again, we will be offering ice-creams for sale (at very reasonable prices) at the end of the day (3pm) on Wednesday afternoon, so do come ready with cash.

Friday BBQ and Slideshow

The Friday evening BBQ will be at 7pm on the field. We start with some presentations and a slideshow in the big tent, before serving burgers and hot dogs. Please join us if you can. BBQ tickets will be available from the Registration area during the week.

HBC Final Service - Sunday 5 August

You are all warmly invited to join the HBC team and children, and others from Arborfield, Barkham, Christ Church Wokingham and Church@The Green for a final celebratory service in the big HBC tent at 10am on Sunday 5 August. The service will last for just under an hour, and will be suitable for children of all ages. It will feature news from the week, lots of familiar songs, and a child-friendly talk. We will provide a self-service crèche area for small children and babies, and will serve tea and coffee afterwards.

Other details

Our Emergency Contact Details: If you need to contact us in an emergency during the week itself, please call: **07825 992891**

Changes to Bookings or Details: If, during the week, you find that you need to cancel any sessions you have booked, or wish to book additional sessions, please do so at the Bookings Desk. If you know about any changes you require now, please contact our Bookings Administrator (by e-mailing hbcbookings@abch.org.uk).

If any of the Information you have supplied on your booking form has changed (especially the medical notes and your emergency contact details), please make sure you let us know at the Information Desk.

Weather: We're hoping for wonderful weather during the week, but need to be prepared for every eventuality. Please make sure your children come with sunhats and that they are adequately sun-screened before they arrive. We will also have emergency sun-cream available, that we can provide and the children can rub in for themselves.

If it looks like it will be wet and cold, please send your children with warmer clothing and suitable footwear that can get a bit muddy.

Medication: If you are bringing medication for your children to take during the week, please hand it to a member of the First Aid team in the First Aid tent each morning and arrange to collect it from them at the end of each day.

Behaviour expectations: Please re-read the behavior expectations below. As part of the booking process, parents/carers were asked to provide suitable detail of any particular behavioural issues for their children, and to agree to the following expectations for all children (and adults) attending HBC:

- To use socially acceptable behaviour.
- To comply with instructions given by team members (for the wellbeing, safety and enjoyment of all involved in HBC).
- Children will be spoken to in the first instance(s) regarding any concerning behaviour and its effects on others. Appropriate low-level strategies may be employed at the discretion of the group leaders, such as time-out or moving groups.
- If the matter remains unresolved, parents will be informed. If behaviour becomes detrimental to those involved in HBC, parents may be asked to come and collect the child, and in extreme cases we may be unable to accept them back to HBC for the remaining sessions.

Mobile Phones: For a number of reasons (including Safeguarding considerations) we will be restricting mobile phone use at HBC this year. Unless your child really needs to have a mobile phone with them, please encourage them to leave it at home. Any phones that are brought to HBC must be kept safely in children's bags. 11-14s will be given a brief opportunity to check their phones at lunchtime. Of course, if any child genuinely needs to check or use their phone at any other point during the day, they can, if they let their leaders know. Other than that, though, all phones must remain out of sight. We are confident that this simple rule will improve the HBC experience for everyone!

Visitors: Any visitors who will be staying on the field longer than the normal time required to drop off or collect children need to sign-in, either at the Information Desk in the Check-In area or at the Registration/Resources Tent on the field. We will issue you with a visitor's badge.