



Daring to be different

Academy Parent Handbook





Introduction

Dear Parent / Carer,

Thank you for choosing The Lime Trees Academy!

We are incredibly excited to welcome your children to our brilliant club this school holiday. Our staff have plenty of extraordinary activities planned - we can't wait to meet you or welcome you again!

This parent handbook is full of useful information for you and your child. Please take some time reading through each of the pages together. This will help us keep our Academy safe and fun!

Everything you need to know is covered in this handbook, or can be found on our website. If you have any other questions, just call us on 0115 931 3562.

We can't wait to meet you!

The Lime Trees

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Our mission

Our Academy Holiday clubs provide parents with the option of flexible, high-quality childcare throughout the school holidays.

We offer a rich range of stimulating, fun, activities to suit children of all ages. Our friendly staff teams and sports coaches will go out of their way to make sure that your child has a fun filled, energetic day with plenty of good old-fashioned fun. Activities include nature-based learning, laser tag, cookery and den building. All of our Academy Holiday Clubs prioritise time outside, physical activity and support for children's emotional well-being including daily meditation and yoga sessions.



Our values



Enrich:

The lives we touch are at the heart of everything we do.



Play

We bring moments of infectious laughter to create memories.



Invest

People are always valued over profit.



Outstanding:

Improving today for an even better tomorrow.



Extra Mile:

Where others stop, we do a little bit more.



Transparent:

We hold our hands up when things are not right.

Arrival

Please accompany your child onto the Academy site where you will be required to sign them in with a member of the team.

If your child has any medication or additional requirements please let the onsite team know at this point. If your child has a SEN diagnosis please speak to us when booking your place so that we can ensure we do everything to meet their needs. On your first day of the Academy, it is a great chance for you to tell us a bit more about your children, their favourite games, interests and hobbies so we can go that extra mile in providing them the best day possible.

Our team will be ready and waiting for the children to arrive, opening times can be found on our website. A member of the team will introduce themselves and welcome your children into the setting. We will show your children where to keep their belongings, introduce them to the group and then support any child that might need a bit of settling in.

Please encourage your children to make sure they ask lots of questions if they don't understand anything, we are here to help!!

Collection



When you arrive to collect your children, we won't let any child leave without a named adult.

To ensure we share all necessary information all collectors will need to speak with a member of our team before your children are released. If someone else is picking up your child from site, who isn't a registered collector on your account, please make sure:

- a) Where possible you add the adult as a registered collector prior to collection
- b) You let the setting Manager know on the day.
- c) The named adult has your collection password, as per your account.
- d) Your child knows who is going to be picking them up.
- e) The collector is above the age of 16 years.

If you are going to be late please let the on site team know by calling the club mobile. All clubs contact details can be found in the key information section of our website under Contact Information.

Health & safety

The health and safety of every individual child is our primary concern at all times. By following our guidelines on medication and illness you can help us keep our sites a safe environment for everyone.

Medical authorisation and illness

Your authorisation is required before we can provide medication to any children. This must have been prescribed by their doctor, dentist or nurse. You will need to complete our medication administration form on the first day your child attends Academy, This will be provided by a member of our team upon your arrival, then the form and medication will need to be handed to the Setting Manager. We will not normally administer medication if it is the first day your child is having the prescribed medication.

In order for us to administer any medication it will also need to be in it's original container with the following information.

- ✓ Child's full name
- ✓ Date of prescription
- ✓ Prescription's expiry date
- ✓ Name of pharmacist
- ✓ Correct dosage instruction

Illness, accidents and emergencies

If your child is feeling unwell, they should not be brought to the Academies. We would appreciate it if you could phone the on site team to inform them of the absence, then send an email to hello@thelimetrees.co.uk to receive a credit on your account

In the event of an accident or sudden illness, our Academy staff are equipped with the training and supplies to administer first aid. If the situation warrants further attention, emergency services will be contacted. You will be notified, by phone, if any injury or illness requires professional medical attention or if your child needs to be picked up. If we can't contact you, we will use the emergency contact details registered on your account.



Typical day

All of our clubs have individual timetables. You can find these on our website. The timetables all feature a wide range of interesting activities for children to join in with. From a range of sports, to special activities such as Hungry Hippo, Laser Tag and Outdoor Cinema. We work hard to make sure your child has an action packed day that they'll never forget!

Activity Streams:

Science

Our science stream is perfect for budding explorers or scientists. We will provide a range of interesting experiments and activities to challenge young minds. We will incorporate STEM activities that challenge critical thinking skills!

Creative

Calling all budding artists! We love to celebrate creativity in our creative stream. Children will have the chance to take part in a range of crafty activities such as craft projects, sewing, box modelling or sculpting clay masterpieces.

Perform

Your child's chance to be on stage! We will host our infamous talent shows, as well as opportunities for children to take part in Karaoke and on some occasions there will be visits from external groups such as drama groups or musical groups.

Water

Perfect for warmer weather days - our water stream, if you'll forgive the pun, is all about having fun in the sun. Whether it be with a friendly water fight, projecting water rockets or making a splash with our new water play equipment - be sure to pack a change of clothes!

Nature

We know how good it is for children (and adults for that matter) to spend lots of time in nature. Our nature stream focuses on activities designed to ignite children's awe and wonder of the natural world. Whether that be making a bird feeder, doing a scavenger hunt in the woods or building a super den!

Sport

Our sport stream is designed to ensure that children of all ages can develop a range of skills that will help them make progress in a range of sporting activities. Our core sporting sessions include football, basketball, dodgeball, cricket, tennis and hockey. The team will usually work on a specific skill such as dribbling before supporting children to take part in a friendly match or game.

Expectations

Our Expectations - Children

- ✓ I will be respectful to all children and staff. This means no bullying, bad language, or threatening behaviour.
- ✓ I will leave personal phones, electronic devices, fidget spinners and other toys at home or in my bag.
- ✓ I will speak to a member of staff if I feel upset or anxious.
- ✓ I will travel around the site with a buddy.
- ✓ I will give everything a try, even if it is something new.



Our Expectations - Adults

- ✓ I will always hand over and collect my child with a member of staff to ensure they are signed in and out of the setting.
- ✓ I won't use my mobile phone on site.
- ✓ I will not smoke on site on site.
- ✓ I will share all relevant information about my child with the Setting Manager.
- ✓ I will not use threatening or abusive language or behaviour.

What to bring

Labelling

Our team will make every effort to ensure all children leave with the same belongings that they arrived with. Despite this, we know children are experts at misplacing jumpers, bags and water bottles. We do ask that all personal belongings are labelled with you child's name before they arrive on their first day. If items are located throughout the day or after you leave, they will be placed in the lost property area near the entrance. If items are not claimed before the last day of Academies they will be placed in the setting lost property boxes.

Lunch, afternoon snacks and allergies

When registering your child, please add any additional information that we may require about allergies, intolerances, or cultural preferences. If you wish to pass on any additional information, please speak to the Setting Manager when dropping off your children.

Your child will need a refillable water bottle, a packed lunch and at least 2 healthy snacks to keep them going throughout the day. We advise to pack non-perishable food as we do not have refrigeration for the lunches available. We would recommend adding an ice pack into their lunch boxes, particularly on those rare warmer summer days. Fresh drinking water and a bowl of fresh fruit will be available at all times throughout each day.



Sun Cream

On those glorious days when we do get sunshine, we will help your children apply their sun cream if they require the support. Please let a member of staff know if you would rather we didn't apply sun cream to your children.

Communication

We welcome all feedback from both children and parents, whether this is positive or constructive.

Our staff team are always happy and available to listen to your thoughts or concerns. The best time to do this is at arrival or collection time. If you require a longer chat, this can be arranged. Speak to our Setting Manager to arrange a time or request a call back from one of our Senior Leadership Team.

We have feedback books on our front desks, available for quick messages and thoughts to be written down throughout the week.

Alternatively you can email us on hello@thelimetrees.co.uk or write a letter and pop this in the post to Head Office (7d, Road Number 2, Colwick Quays Business Park, Colwick, NG4 2JY)

HAF funding

Over the most recent Holiday Clubs we have also offered HAF funded children the opportunity to participate in our provision.

We have engaged 1000's of children across multiple academy sites and supports over 1000's of HAF funded days.

To be eligible for a government funded place a child **MUST** be in receipt of benefits related Free School Meals and be at least 5 years of age (or if 4 must already be in reception class at school).

Places are limited and in order to book you will need to visit www.thelimetrees.co.uk and use our online booking system, like all other families.

All bookings will need to be made under the HAF section of our booking system for the relevant club example, Abbey Road Holiday Club (HAF Funded). If your booking does not request you to provide a code please contact the office immediately as we will need to amend the bookings to ensure they are on the system correctly.

To book you will need to provide the code HAF-C followed by your unique 6 digit number that will have been provided to you by the council. After you have made your booking you will receive an invoice that states a price for the sessions. All codes provided on the booking will be checked with the HAF team, all codes that prove to be invalid or uneligible will be contacted and have their booking removed. Any codes that prove eligible for the funding the office team will then manually assign a discount to the invoice to clear any charges.





If you have any more questions, then we'd love to hear from you.
Simply drop us an email or give us a call.

Call us: 0115 9313562

Email us: hello@thelimetrees.co.uk

Arnold | Beeston | Bingham | Burton Joyce | Carlton | Cropwell Bishop | Gedling | Hucknall | Keyworth
| Kirkby-in-Ashfield | Mansfield | Newark | Nuthall | Rise Park | Sandiacre | Sheffield | Sherwood |
Stapleford | Sutton-in-Ashfield | West Bridgeford | Tollerton



ACADEMY

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www.thelimetrees.co.uk

