



Lavenham Pre-School  
Lavenham Village Hall  
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## **HOLIDAY CLUB POLICY**

### **Statement of intent**

This policy has been implemented to provide clarification of the Lavenham Pre-school Holiday club.

We want children to feel safe, stimulated and happy at Lavenham Pre-school holiday club and feel secure and comfortable with staff. We aim to make the holiday club a welcome place where children settle quickly and easily. Consideration will be given to the individual needs and circumstances of children and their families.

- The holiday club will be offered to all children of Early Years age (2-8 years old).
- The holiday club will run during school holidays as agreed by the Preschool Manager
- The holiday club opening hours are 9.00am – 5.00pm
- Prices are subject to review and change by the Pre-school Trustees.
- Booking is via the Pre-school holiday club booking form and payment must be made in advance.
- Children who have not booked and paid in advance will not be able to attend.
- Any emergency bookings must be made by telephone, Lavenham Pre-school cannot accept children who turn up without a booking.
- Packed lunch in line with our terms and conditions must be provided if the child is staying all day.
- Sessions cancelled or not attended are non-refundable.

All other Pre-school policies apply during the holiday club. These can be found on our website and in the Policy folder in the Pre-school Foyer.

This policy was adopted by

Lavenham Preschool

*(name of provider)*

On

January 2025

*(date)*

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.

Date to be reviewed January 2026 (date)

Signed on behalf of the provider



Name of signatory Roy Mawford

Role of signatory (e.g. chair, director or owner) Chair of Trustees

“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.