



FORBESY EXPERIENCE EVENT CHILDCARE CAMPS

# Parent & Guardian Information Pack

## Best Day Ever!

Promoting social interaction and natural active fun for ages 3 – 14. Everything you need to know to get your little cubs ready for camp — with their joy at the heart of everything we do.

 Ofsted Registered

 5-Star Rated

 Up to 30% Sibling Discount

 Enhanced DBS & Safeguard Trained

## What Makes Forbesy Different?

We're one of the only camps that gives every age group — from age 3 to 14 — a choice between active fun and creative craft in every single session. We believe it's their holiday, and choice empowers children. Our experienced Den Captains, qualified Early Years team, and Ofsted registration mean you can relax knowing your little cub is in the very best hands.

**Giving your children the best day out imaginable!**





# Forbesy Camps Welcomes You!

We are an Ofsted registered camp that creates fun days with flexibility, with your child's joy at the heart of everything we provide. After all... they are on holiday, and not at school!

## OUR PROMISE – FLEXIBILITY

### 1 - Activity Choice!

Each group always has a choice of an active or creative activity in every single session.

### 2 - Best Day Ever! (esp. SEN)

Even if they don't fancy either option, we run smaller groups for drawing, scootering or climbing — great for SEN children who prefer calmer, quieter spaces.

### 3 - Friends & Siblings Together

Tell our check-in staff if siblings or friends are in different years but want to be together — we'll make sure they're never separated!



## Camp Opening Times & Prices

7.30AM – 8.30AM

**Early Risers**

**£6**

8.30AM – 3.30PM

**Classic Camp**

**£39.50**

♥ £27.65 siblings · 30% discount

8.30AM – 5.30PM

**Full Day Campers**

**£49.50**

£34.65 siblings · 30% discount

NEED LONGER?

**6pm Pick-Up**

**Can be arranged**

admin@forbesycamps.com (Caroline)

## Ready to book? Get in touch!

We'd love to welcome your little cub to the Forbesy family.

 [forbesycamps.com](https://forbesycamps.com)

 [admin@forbesycamps.com](mailto:admin@forbesycamps.com)



**Ofsted Registered**

Fully inspected & approved



**DBS & Safeguarded**

All staff enhanced DBS checked



**First-Aid Qualified**

Paediatric first aid on site



**5-Star Rated**

Hundreds of happy families


## **Camp Age Groups**

**100% flexible.** These groupings flex completely around siblings and friendship groups — just let staff know at check-in on the day.

 **Little Cubs** Pre / Young Reception

 **Cubs** Reception & Year 1

 **Foxes** Years 2 & 3

 **Fox Tails** Years 4-6 (option to be a helper)

 **Fox Leaders** Year 7 PLUS — special leadership skills courses

## **Early Years – Staff & Ratios**

Our Early Years team are made up of qualified Level 3 plus staff, with one staff member per 8 children. Our ratios are:

**8 children**

1 × Level 3 Plus

**16 children**

2 × Level 3 Plus

**24 children**

2 × L3+ & 1 trainee teacher

**32 children**

3 × L3+ & 1 trainee teacher

**40 children**

4 × L3+ & 1 trainee teacher

**48 children**

4 × L3+ & 2 trainee teachers

*Additional members are usually training to be a teacher.*

## **Rising 5s & Older – Ratios**

We are one of very few camps (if any) that give every age group a choice of active or craft in every single session. It's their holiday too — and giving them choice really empowers them. This means our required ratios are beaten: we run at 1 staff member to 10-12 children throughout the ages. More safety, more fun, and time for staff to chat with the children and develop their social skills. It also lets us take late bookings right up until the morning of camp.

**Have a question about age groups or ratios?**

Email us at [admin@forbescamps.com](mailto:admin@forbescamps.com) or text Kellie on **07717 582184** — we're always happy to chat.



## Fox Tail & Fox Leader Courses

We've spent a lot of time looking at how best to serve our older campers and teenagers who want to develop leadership skills — by asking the children! We created a brilliant course for campers aged 12–15 (Fox Leaders), plus roles of responsibility for campers aged 9–11 (Fox Tails).

These experiences compliment the culture of our camps within a fun, confidence-building environment. The Fox Leader course develops life skills, confidence and responsibility — preparing them for a professional working environment, and leading to possible employment with Forbesy Camps whilst studying! The day rate is heavily discounted to encourage active, social fun during the holidays.

See the 'Fox Leader Courses' tab on the website for full details on these exciting courses.



## Early Years Team

We have a dedicated Early Years team whose sole purpose is the health, safety and loving fun of your little cub. Our pre-school and young reception children enjoy a balance of active fun and restful fun, with welfare at the heart of everything they do.

### Experience

Our Early Years managers come from a teaching background (Level 3 and up) with years of experience of this age group. If your camper has an older sibling, they're welcomed into the EY group to spend time together — and during breaks too. Very active, grown-up for their years? Let us know in advance and we'll adjust their activities to suit their personality.

### During Breaks

We give younger children an aspirational experience: with the watchful eye of the EY team, the little ones gently integrate and interact with the older children. We see wonderful alliances form across age groups — helping our younger campers grow confidence and communication skills.

### During Lunch

Children settle into lunch in a dedicated room, where they learn the importance of healthy eating and drinking water. The team make sure they eat and drink well, then enjoy a little five-minute show, tidy their lunch away, have a toilet break — and head out for play time!

### Why parents trust our Early Years team

Our EY team come from teaching backgrounds — Level 3 qualified and trained annually. They genuinely love what they do, and it shows in every interaction with your little one.

*"We felt completely at ease leaving our daughter for the first time. She didn't want to go home!" — Forbesy Parent*

## Tuck Shop

We run a tuck shop every lunchtime and the children love it! Please send them in with 20p — they love the experience of 'going to the shops'. We teach 'shopping etiquette', and the shop is run by our Fox Tails every day. Forgotten the 20p? Don't worry — we have a pot of chews to choose from, so nobody goes without!

Children can buy one sweet. Early Years sit calmly with the Early Years manager while eating their sweetie. If you'd prefer your child not to have a sweet, just let check-in staff know at drop-off.

## Registration & Drop-Off

### Registration

When booking online, please fill in your child's 'Essential Information' sections. Anything else we should know? Tell us when booking — or, if it's sensitive, text Kellie on 07717 582184 with your child's name, their booked dates, and the information we need to be aware of.

### Drop-Off Period

To reduce queuing and help those who'd rather not get up so early, check-in runs across a 45-minute window, 8.30am – 9.15am. Please avoid dropping off after 9.15am as this impedes operations.

## New Campers

On arrival, new campers receive a special 'Forbesy Camp' sticker! They're told they automatically get a prize at the end of the day, and get to choose someone who's been kind to them for a special kindness award. We've found this brilliant for encouraging children to make friends and be inclusive.

The sticker also helps all staff give your child extra care and attention — secure, comfortable and happy. We'll send you an assurance photo so you can relax knowing they've settled in and are having a great time.

**Need to pick up outside the allotted time?** If you need an earlier pick-up or to take your child out for an appointment, let check-in staff know so we can have them ready. Picking up without warning may take us some time. Please note pick-up between 3.15pm and 3.30pm is not possible — this is awards time and gathering belongings.

### We'll send you a photo on their first day!

Every new camper gets an extra check-in from staff. We'll send you an assurance photo within the first hour so you can relax and see that they're smiling, settled, and making friends.

## Pick-Up & Security

### Pick-Up

'Classic Camp' collection is at 3.30pm; 'Full Day Camp' from 5pm–5.30pm. Children wait at their year-group stations with their belongings and are signed out by a dedicated staff member. Please check you have ALL belongings — and label as much as you can!

### Someone Else Picking Up?

Let check-in staff know, and send a photo of the person, their name, your child's name and school to Kellie on 07717 582184. Kellie ensures the correct staff member checks. This photo is then deleted.

**Security during the day.** All staff carry radios for operations and security. Gates are always padlocked, and we carry out head counts before every session. All staff are enhanced DBS checked and safeguarding trained, and we always have 3 paediatric first-aid trained staff on any given day.

## What to Bring

- A refillable water bottle.
- A packed lunch, plus snacks for morning and afternoon break.
- Extra healthy snacks — we're an active camp, so a good breakfast and a spare snack is recommended (essential for full-day campers!).

**Our little treats** — We provide an allergy-friendly biscuit in the afternoon and have fruit available. Full-day campers also get fresh popcorn for the late stay, every day!

## What to Wear & Belongings

- Comfortable footwear and clothing — not their best clothes.
- Early Years or prone to little accidents? Send a change of clothing (we keep spares for emergencies).
- Apply suncream before camp. We have suncream here, so only send your own for sensitive skin / a specific brand.
- No valuables, money (only 20p for tuck shop), mobile phones or devices.
- Sun hats are essential in summer — please name-label them.
- Label everything! A black marker pen in the washing-instruction label works best — it helps us reunite children with their belongings.

### Allergy & dietary note

We operate a **strict no-nuts policy** — please do not send any food containing nuts (see our Health & Safety page). If your child has another specific allergy or dietary requirement, please note it when booking on iPAl and remind staff at drop-off.

Our afternoon treat is an allergy-friendly biscuit. If your child can't have it, let us know and we'll have an alternative ready.

## Health & Safety

Your child's safety is the most important thing we do. Please take a moment to read our key health & safety policies below.

### **Strict NO NUTS Policy**

Forbesy Camps is a **completely nut-free environment**. Some of our campers have severe, life-threatening nut allergies, so we operate a **strict no-nuts policy at all times. Please do not send your child in with anything that contains nuts — or anything that may contain traces of nuts.**

If any food containing nuts is found, it will be removed and kept safely aside until the end of the day. Thank you for helping us keep **every** child safe. ❤️

## Behaviour – Our Three-Strike Policy

Every camper deserves a safe, happy and respectful day, so we do not allow bad behaviour towards other children or our staff. We always work with children with patience and kindness, and we operate a clear **three-strike policy**:

- **First & second strike** — your child is reminded of our camp expectations and supported to put things right.
- **Third strike** — on the third instance of bad behaviour, your child will be sent home.

## Looking After Every Child

Every year group has a **Den Captain Head** who carries out a welfare count at **every single break time**, checking on the wellbeing of every child in their group. On top of this, our **Welfare Manager** and **Welfare Supervisor** spend the whole day walking around camp — keeping a close eye on our new children, our special-care 'superhero' children, and **every single child at camp**. No child goes unnoticed — welfare is at the heart of everything we do.

**Something we should know?** If your child has a medical condition, allergy, or needs a little extra care, please tell us when booking on iPal and remind our check-in staff on the day — or text Kellie on 07717 582184. The more we know, the better we can look after them.

## **Swimming**

Swimming is available from May until the end of summer at our Great Dunmow location only. We hire qualified lifeguards, and our welfare managers oversee the children changing in individual changing rooms. Every child is given a swim test in the shallow end each session regardless of age or ability, and is armed with the necessary swim aids. Only £5 towards hire costs. Full details on the swimming tab on the website.

## **Medication**

If your child needs medication at camp, please email ahead for a medical form to fill out and bring with you. If you forget, let staff know at drop-off and complete a medication form at the check-in desk.

## **Accidents**

Minor accidents are cared for by our trained staff and recorded in the accident book. We'll inform you at pick-up and email the report that evening. For any more serious injury, the camp manager will call you immediately.

## **Lost Property**

Please clearly label all items. Unlabelled and lost? Please email us. Lost property is laid out on a table every day — feel free to collect. We send a photo at the end of camp; if you spot an item, collect it from Great Bardfield, CM7 4RN.

## **The Birthday Promise**

Any child who comes to camp on their birthday gets our special Birthday Promise:

- ✓ A Forbesy branded name badge.
- ✓ 'Happy Birthday' sung during the morning greeting.
- ✓ Den Captains will constantly say 'happy birthday'!
- ✓ Other campers wishing them happy birthday.
- ✓ A mini party celebration at lunch — you can provide a cake & candles (let Kellie know before camp).
- ✓ A guarantee they'll feel special ALL day long!

**Litter & school property.** It's our job to make sure campers respect school property and don't drop litter — putting lunch litter in the bin or taking it home. A reminder before camp would be very gratefully received!

### **Is your child's birthday coming up?**

If they're celebrating their birthday at camp, let Kellie know in advance — we can arrange a little extra surprise to make their day even more special.

Parents are welcome to bring a cake and candles — just let us know when you drop off and we'll save a special moment at lunch!



## If Your Child Can't Attend

Please let us know before 9am. We can only credit cancellations within 24 hours if a flexi ticket is purchased. Any cancellations outside of 7 days can be credited to another date.



## Our Wonderful Staff – The Den Captains!

All staff are advanced DBS checked and safeguard trained, and we invest annually to qualify our staff in paediatric first-aid training.

Training is a crucial part of our enhanced ethos — carried out before every half-term camp and bi-weekly during the summer holidays. All staff wear camp uniform and ID badges.

Each year group is watched over by a dedicated Den Captain. Our Little Cubs have snack/water checks and toilet trips each break; we also check our Cubs' and Foxes' snack/water intake — but in a way that helps them feel 'grown up'!

Your child's happiness and safety are at the heart of our ethos, and we only employ members who truly care about the welfare of your children.



## Camp Contacts

DURING CAMP · DAY QUERIES

### Camp Welfare

07539 154129

How's my child? Earlier pick-up? A photo or video?

DURING CAMP · DAY QUERIES

### Kellie & Scott

Kellie 07717 582184 / Scott 07812 020417

BOOKINGS & PAYMENTS ONLY

### Caroline

07447 114388

CAMP FEEDBACK – GOOD OR BAD!

### Email Kellie

[kellie@scottforbesfitness.co.uk](mailto:kellie@scottforbesfitness.co.uk)

We love to hear from you — and any kind comments!

Any other questions? Please don't hesitate to email or give us a call.

*Excited to see you all soon!*

