

Holiday Programme Information Sheet

Thank you for your interest in sending your child on our forthcoming Holiday Programme! We look forward to welcoming him/her. Please read the following information to ensure that your child is prepared for the fun ahead!

- Dates & Programme Detail:** See the website for detail on the activity timetable.
We work hard to stick to our programme detail at all times.
- Availability:** Email admin@wistonlodge.co.uk or call 01899 850228 to check availability.
- Booking:** Email admin@wistonlodge.co.uk or call 01899 850228 to book.
Coming soon! Booking via our new look website!
We advise early booking to avoid disappointment. However, if your child is enjoying the activity days, you can check last minute availability and add additional days as the programme progresses.
We hold parental / child details on our Holiday Programme database and you will be then be given advance notice as booking opens for future events. Please let us know if you do not want to be contacted in this way.
- Groups / Ages:**
- Bumble Bees:** Themed Activity Days for Children aged 5 – 7 years.
Gentle Introduction to Outdoor Challenges through Fantasy & Fun
Children can start aged 4 years ONCE they have started Primary 1.
Children cannot move to the next group until after their 8th Birthday.
Children stick closely as a team with their Instructor.
 - Otters:** Outdoor Activity Programme for Children aged 8 – 12 years.
Individual Challenge, Team Work and Wilderness Fun through a range of Outdoor Activities.
Children afforded more freedom, within set safety parameters.
We can welcome older children, if only Otters is available.
 - Wolves:** New to Wiston Lodge, for children aged 13 – 15 years.
Skills-based, high level challenge. Check timetable for dates.

Merged Groups: We endeavour to ALWAYS run the programme, but reserve the right to merge groups of various aged (within safe ratios) if our numbers are low.

Support for Children with Additional Needs: If your child has additional Support Needs, please raise this at the time of booking. Through discussion, we will establish whether we are able to welcome your child onto holiday programme, which we will endeavour to do.

Safety & Responsibility:

- Activities are all run by Experienced Instructors, who have all gone through our intensive Validation Regime. Adventure Activity Qualifications are held as applicable.
- Instructors all have significant experience of working with children, vulnerable groups and/or delivering Personal Development through outdoor team work. Many have experience of working with younger children.
- We require all our Instructors to become members of the Protecting Vulnerable Groups Scheme, administered by Disclosure Scotland.
- All our Programme Volunteers have gone through our Holiday Programme Volunteer Training Scheme, which includes training on Child Protection, Risk Assessment, Supporting Children with Additional Support Needs, Group work skills and Activities Sign off. Our volunteers are supervised through their duties by the Freelance Instructors.
- All activities have been risk assessment and our instructors constantly assess risks throughout the day, taking group dynamics, weather and the activity into account.
- That said there is an inherent risk in undertaking challenging outdoor activities, therefore a COMPLETED CONSENT FORM, signed by a LEGAL PARENT OR GUARDIAN, is a requirement before your child can take part.
- The programme is overseen by our Outdoor Development Coordinator, who can be contacted on activities@wistonlodge.co.uk
- All safety equipment is provided.
- Please advise us IN ADVANCE of any:
 - Additional Support Needs
 - Medical Issues
 - Allergieswhich you child may have, so we can best support their stay.

Timings:	Breakfast Club: 08:30 – 09:30	Pre-booking essential: Includes Continental Breakfast & Games / Crafts
	Standard Day: 09:30 10:00	Registration & Games on Lower Lawn Groups set up Base Camp and depart on Quest / Activities Lunch often taken on adventure or to team base (Campfield for Otters)
	15:00 15:30 15:30	Return to Games Room / Lower Lawn: Games Parents Sign Out & Collect Child. Collect all child's property! FRIDAYS only: Awards Ceremony
Late Stays: 15:30 – 16:30	Pre-booking essential: Arts / Crafts / Games or Nature Play activities if parents need extra hour Juice, Tea & Snack Provided	

You can book Breakfast Club / Late Stay from initial booking stage, or add at a later stage, subject to availability.

Parking: Please park in the main car park behind the Lodge.
BE CAREFUL of small children walking through the car park as you arrive.

Registration:

- Holiday Programme Registration will either take place in the GAMES HALL, which is next to the CAR PARK
- OR in the SCOUT TENT on the LOWER LAWN.
- Please SIGN YOUR CHILD IN on arrival (see Instructor) at reception.
- Please ensure your child has a COMPLETED SIGNED CONSENT FORM (signed by parent / legal guardian). Please note that we CANNOT ALLOW your child to take part without this form so if they are travelling with a friend's parent, please ensure you have completed this paperwork IN ADVANCE.
- If you have been unable to pay online in advance of your child's visit, please come to the OFFICE to pay on arrival.

What to bring:

- Completed Consent Form
- Small Day Sack (we intend for the children to be out and about all day) containing:
 - Water Bottle - filled
 - Other drinks (if chosen)
 - **Packed Lunch and a snack** Please mix healthy & sugared foods
 - Anti Histamine (if required) We advise this in case of reaction to midges / stings as a precaution.
 - Sun cream (fingers crossed)
 - Anti midge cream / spray For sensitive Skin / Deet free
- Old clothes you don't mind getting scuffed, dirty and potentially wet.
- Good clothing to wear includes: thermal or fleece items, walking trousers, wicking tops
- Shorts (well you never know!)
- Old Trainers, Wellies and/or Walking Boots (minimum 2 sets of footwear)
 - Please note NO WELLIES for the pond as they will fall off and be lost forever!
- Waterproof Jacket and Trousers (essential)
- Woolly hat and 1-2 pairs of gloves (even the hill can get cold in the summer)
- Extra Bag containing:
 - Spare set of clothes & Footwear
 - 2 full changes of clothes & Footwear for Otters / Wolves on Wet Wednesdays
 - A large Black Plastic Bag for wet clothes and one to put your child in for the drive home!
 - Towel
- If Themed Days (especially for Bumble Bee Programme) fancy dress is welcomed but not essential!
- Sense of humour!
- Thirst for Adventure!

Wiston Lodge will provide: Water, Diluting Juice, Sweets, Chocolate etc. as prizes.
If child has forgotten and it is required: sun cream

What not to bring:

- Jeans
- Valuables, including jewellery
- Penknives: Wolves and Otters will have access to Green woodworking tools on certain days.

- Mobile phones They only get lost, broken or wet. We will contact you if required.

Lost Property:

Please ensure that you have collected all your child's belongings at the end of each day. Throughout the programme Lost Property will be collected in a large tub, which are welcome to search! After that we store Lost Property for up to 6 months before passing on the charity / putting into our equipment store for vulnerable children. If you are missing any items, feel free to email admin@wistonlodge.co.uk and we will reunite you if we can.

Responsibilities:

We accept responsibility for your children throughout their time with us as long as we have an [Activities Consent Form](#) signed by the participant's legal parent or guardian which will alert us to any health issues, any particular support needs and that we have emergency contact details. Please complete the relevant form accessed on our website and bring with you or complete this on the day. N.B. We can't accept a young person without a form.

Inclement Weather:

We will generally stay out in all weathers, however we do monitor the participants closely and should the need arise we can easily move indoors. Please make sure children have outdoor footwear and full waterproofs.

Overnight Camps:

In the summertime, we offer Overnight Camps every Thursday on weeks 2 and 4 of our programme. This is open to Otters and Wolves. We can sometimes welcome children aged 7, provided we know them and they are nearly 8. For details on cost, programme & to book, contact admin@wistonlodge.co.uk

Prices:

Day activities :	£30.00 per day per child	
Special Offer:	£135 for 5 days activities	Can be split over several days or between your children.
Breakfast club:	£4 per person per day	
Late stay:	£4 per person per day	
B/F Club & L/Stay:	£7 per person per day	

5% sibling discount available

Payments:

On booking, please pay by the ALLOCATED DATE to reserve your child's place. Payment can be paid by BACS. Should you be unable to pay in this way, please contact us to arrange alternative payment options. Should payment not be received by the required date, we reserve the right to sell on the space to another child.

Cancellations, Illness and our Charitable Purpose:

- We do everything in our power to run the Holiday days at Wiston Lodge, even if the bookings are lower as we don't want to let you down.
- For your part once the booking is made, we regret that we cannot offer refunds in the event of a cancellation and that you are liable for the full payment.
- That said, we try to be as supportive as possible: in the event of illness we can carry up to 2 days over to future bookings, saving you £52 and taking this hit ourselves.
- Please note that whilst we run the Holiday Programme as a commercial venture, any profit we make is ploughed into the charity, which exists to support our work with vulnerable children and young adults. We know that many of you appreciate this and support us in a myriad of ways, including volunteering, advertising to friends and supporting our events and activities. Keep up the good work!

Merchandising:

Over the past few years we have built up a stock of products which are available for visitors to buy, including:

- Skip Hats
- Woollen Hats
- Hoodies
- Acorn Key Rings
- Wrist Bands
- Badges

Please speak to a member of staff should you wish to purchase or order any items.

Wiston Lodge, Millrigg Road, Wiston, Biggar, ML12 6HT

Tel: **01899 850 228** • Email: admin@wistonlodge.co.uk • Website: www.wistonlodge.co.uk