

A photograph of two young children, a girl on the left and a boy on the right, both smiling. They are wearing climbing gear: the girl has a yellow helmet and a blue rope is visible near her, and the boy is wearing a yellow Petzl helmet and a purple fleece jacket. The background is a soft-focus outdoor setting.

Parent handbook Camp Williams

YMCA | day camps

0115 711 7006

nottsymca.com

Dear Parent/carer,

Thank you for choosing YMCA day camps at Camp Williams!

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 Camp Williams safe and fun!

Everything you need should be covered in this handbook, there's more information that can be found in our Camp Williams Guide at www.nottsymca.com/williams.

We can't wait to meet you all!

Martyn Gibbons

Camps Service
Manager

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Our mission, based on Christian values, is to develop the **mind, body** and **spirit** of individuals, families and communities, and improve health and well-being for all.

Our core values are **caring**, **honesty**, **respect** and **responsibility**. We award certificates to children who demonstrate these values at camp. Offering children and young people fun, inspiring and healthy activity is part of our heritage – we've been doing it for over 140 years.

All campers will receive a group photo signed by their leader towards the end of their week at camp as a keep sake to say thank you for being so awesome at camp.



Travelling to Camp Williams

The Camp Williams bus is included in all full week bookings during the Easter and Summer holidays. If you didn't book the bus when you spoke to us you can still change your mind. Please let us know by the Wednesday preceding your chosen week. Equally, if you no longer want to use the bus, please let us know so we can amend our registers.

When booking the YMCA bus, please note that this applies to your whole booking; mornings and evenings. If you are joining us for Camp Fire Friday and would like to collect your child from camp, please let us know by the Wednesday of your chosen week.

The YMCA bus

1	Arnold Hill Academy	07:20
2	The Forest	07:30
3	Kimberley, Sainsburys	07:50
4	Aspley YMCA	08:10
5	Eton Grove Bus Stop (Stop WO24)	08:30
6	Emmanuel School, Camp Williams	08:50

All campers must be signed onto the bus by a parent/carer.

Please arrive in plenty of time for the bus. If you arrive after the times shown above, we might have to leave without you! If your child has any medication with them (P6) please let us know when you sign your child onto the bus.

Making your own way to Camp Williams

Camp Williams, The Nottingham Emmanuel School, Gresham Park Road, West Bridgford, Nottingham NG2 7YF

08:00 - 09:00

Please accompany your child to the sign in desk which will be signposted at the school. If your child has any medication with them (P6) please let us know here.

The nearest tram stop is Wilford Village.

Arriving at camp

There will be lots of staff on site from 8am to make sure everyone is ready for the day. Camp Leaders will show children where everything is and introduce them to their group leader.

8-15 year olds on our full week programme will choose their Skill Clinics on their first day of camp.

We will show children where they can keep their things and also explain how we'll be moving around throughout the day. Please encourage your children to make sure they ask lots of questions if they don't understand anything!

Leaving Camp Williams

We won't let any child leave without a designated adult. If someone else is picking up your child, either from site or from your chosen bus stop, please make sure:

- a) You have filled out a designated person for pick up form. This was on the booking form but please ring 0115 711 7006 if you are unsure.
- b) You let the Site Manager know on the day.
- c) The designated adult has your collection password.
- d) Your child knows who is going to be picking them up

If you would like your older child(ren) to make their own way to and from the bus stops, we'll need your written permission before camp starts. You can send this to ymcadaycamps@nottsymca.org and we'll let you know that we have received it.

The YMCA bus

Buses will begin to leave Camp Williams at 17:00 each day.

The YMCA bus runs in the Summer and Easter holidays only and is included in all full week bookings. We'll confirm the bus times before each week of camp.

Please make sure your contact details are up to date so that we can let you know if the bus is running late.

1	Emmanuel School, Camp Williams	17:00
2	Eton Grove Bus Stop (Stop WO02)	17:15
3	Aspley YMCA	17:30
4	Kimberley, Sainsburys	17:45
5	The Forest	18:30
6	Arnold Hill Academy	18:35

Parent/carer pick up

Parent pick up is between 17:00 - 18:00

If you are going to be late please let us know on: **07786 919 305**. We reserve the right to charge £5 followed by £5 for every 5 minutes that you are late. We discourage appointments and early collection as it disrupts the day for both your child and other children at the site. If you need to collect your child early or have scheduled an appointment, please let us know on arrival.

Medication and 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 the day camps setting a safe environment for everyone.

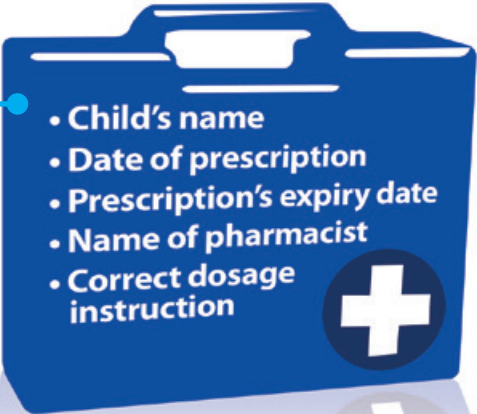
Medical authorisation and illness

We need your permission before we can administer your child with any medication. This must have been prescribed by their doctor, dentist or nurse. You will need to complete a medication administration form on the first day your child attends camp, please request a form from a member of staff during sign-in time.

Children and staff are vulnerable to infection so we advise that any child who is ill or has been prescribed with antibiotics shouldn't attend our day camp for at least 48hrs, as they may still be infectious or require a higher level of care.

We can only administer medication if it is in its original container with the following information:

Please give any medication to the camp leader. When the medication is administered the camp leader and a fellow member of staff, acting as a witness, will sign the medication administration form and your child will sign the form too.

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

Illness, accidents and emergencies

Please don't bring your child to camp if they are not feeling well. Call us to let us know on **07786 919305**. Although our staff are first aid trained we do not have a nurse on site or the accommodation for ill children.

In the event of an accident or sudden illness, the camp 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 medical attention or if your child needs to be picked up. If we can't contact you, the emergency contact person that you have indicated will be notified.

Code of conduct for campers


- * I will respect the other children and staff. This means no bad language or bullying.
- * I will leave phones, electronics, yo-yos, fidget spinners and other games at home or out of sight.
- * I will travel around the site with a buddy.
- * I will talk to staff if I have a problem or am upset.

Code of conduct for parents

- * Always sign your child in and out with a staff member.
- * Share relevant information about your child with the site manager.
- * Collect your child on time.
- * Please refrain from using your phone on site.
- * Please don't smoke on site.

What to expect at Camp Williams

Typical day



8 - 15 year olds are grouped into Discovery, Explorer, and Adventure depending on the age split at camp.




Kids Zone (4 - 7 yrs) and Pioneer Camp (8 - 12 yrs) are our one day programmes at Camp Williams. Both groups will follow their own timetable of activities at camp.



Swimming

We'll let you know which days your child is swimming on their first day of camp. Please make sure they have their swim kit on their first day. We will travel in groups to swimming at The Portland Centre.




8:00am - 9:00am
Check in

Whether campers are arriving on the YMCA bus or with parents, we'll introduce them to a camp leader and get them settled in.


9:00am - 9:30am
Morning rally

Every morning kicks off with the morning rally. Sing, dance and shout your way into the day!



9:30am - 10:30am
Skill Clinic 1

We'll let campers know what skill clinics they will be doing for the rest of the week. Every day they'll do all three.



We'll start the day with high energy games and team building!



10:45am - 11:45am
Skill Clinic 2




Take part in group games like dodgeball or parachute games



11:45am - 12:45pm
Skill clinic 3




12:00pm
Lunch




1:00pm
Lunch

Discovery, Explorers and Adventurers come together in the canteen to replenish their energy for the afternoon.



Games and team sports like cricket, football and hockey.




1:45pm - 3:15pm
Afternoon activity 1

In groups, campers will be given some choice about what they'd like to do in the afternoon. Perhaps they'd like to get some practice in on the climbing wall!?




Swimming! or traditional camp games.



3:15pm - 4:00pm
Afternoon activity 2

Swimming! Or pick & mix activities like skateboarding, music or game design.




Try something new like having a go at tie dye or gaga ball.



4:00pm
Camp fire Friday!

On Friday everyone at Camp Williams will have the chance to show off some of their new skills around the Camp Williams stage. We hope you can join us to celebrate all of their achievements!



5:00pm - 6:00pm
Check out



What to bring and being prepared

Labelling

Please mark all personal items, including clothes and packed lunches, with your child's name. Nottinghamshire YMCA is not responsible for lost, misplaced or stolen items but we'll do our best to make sure your child leaves with everything they arrived with (apart from their lunch!).

Lost & found

We'll display all lost property items at the end of the day on the lost property table, please check the table each day if your child has lost an item at camp. We'll donate lost items that aren't claimed to charity.

What to bring

- | | |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Packed lunch | <input type="checkbox"/> Extra set of clothes
<small>+extra if you're doing paddle sports!</small> |
| <input type="checkbox"/> Clothes that can get a bit messy | <input type="checkbox"/> Waterproofs |
| <input type="checkbox"/> A container if you're doing cooking skills | <input type="checkbox"/> Swimming kit* |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> Sun cream |

Lunch, afternoon snacks and allergies

Please let us know if your child has any allergies.

Your child will need a water bottle, a packed lunch and at least two healthy snacks to keep them fuelled for the whole day.

Food must be non-perishable as no refrigeration is available. Please add an icepack to your child's lunchbox, especially in summer.

Sun cream

If the sun comes out we'll help your child apply suncream. This will be done by a member of staff. Please let the camp leader know if you would rather we didn't apply suncream to your child.

What not to bring

To keep distractions to a minimum and avoid disagreements with other children we ask that electronics, toys, such as yo-yos and fidget spinners, money, jewellery and pets are all left at home. Children won't need these during the camp as there's so much to do!

*We'll let you know which days your child will be swimming on their first day of camp. Please bring their kit on their first day.

Communication, feedback and complaints

Camp Williams Ofsted no: EY498929

We'd love to hear your feedback. Of course, our staff team are always happy to listen to your concerns or thoughts at arrival and collection time. If you require a longer chat just let a member of staff on site know to arrange a time or call our Camps Services Manager, Martyn Gibbons on: **07786 919 305**. There are feedback forms available on the front desk to give your written feedback throughout the week. If you'd like to leave us positive feedback, you can visit [facebook.com/ymcadaycamps](https://www.facebook.com/ymcadaycamps) and leave us a 5 star rating. Alternatively, you can write a letter and return it another day or pop it in the post to head office:

Childrens Services , Voluntary Action Centre, 7 Mansfield Road, Nottingham, NG1 3FB

Ofsted complaints policy

If you have concerns about the quality of the care your child is receiving, it is usually best if you discuss it with us. Contact Martyn Gibbons, Camps Services Manager on **07786 919 305**. If you are a parent/ carer and cannot resolve your concern through discussion, you can send your formal written complaint to ymcadaycamps@nottsymca.org or by post to the address above.

If you are a parent/carer that has made a formal written complaint to the childcare provider, which relates to the requirements of the Ofsted Registration, we must carry out an investigation into your complaint. We must tell you about the outcome of the investigation, and any actions we have taken, or plan to take, as an outcome of your complaint. We must do this within 28 days of receiving your complaint. You can ask to have the outcome of their investigation in writing. We must keep a record of written complaints. If you are not satisfied with our response, or your concern relates to a matter you cannot discuss with us, you can contact Ofsted. You can contact Ofsted at anytime about any concerns about a childcare provider on **0300 123 4666** or visit [ofsted.gov.uk](https://www.ofsted.gov.uk).



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