Braeside Activity Days
Guidance for Parents/Carers and Participants

Braeside Education Centre

Your child has a place on our 'October Half Term Activity Days', taking place at Braeside Education Centre.
Dropping off and collection procedures.

For the date(s) that you have booked the standard day will run from **9:00am – 4:30pm**.

Drop Off: Please arrive for registration from **8:30am** to sign in and get ready for the day to start at **9:00am**.
Collection: Please arrive between **4:30pm – 5:00pm.**

- **Please bring your child to the main house reception (big red door).**
  We will check all relevant details for the day before parents leave.
- If arriving by car, please drive to the signposted upper or lower carpark and walk up to the main house via the woodland steps by the stables (follow the signs). The lower carpark steps are not to be used.
- Parents/Guardians will be asked on drop off who is collecting their child at the end of the course. We will make a note of this on our register. **Please note: we will only allow the designated noted adult to collect each child**. If for any reason you are unsure of who is collecting, or your circumstances change throughout the day, the lead booker *must* contact Braeside's office (01380 722637) to confirm who is collecting. Safe words may be used, if required.
- Children will be taken to the instructors by a member of Braeside staff for meet and greet.
- Children will begin the day with an introduction to Braeside, staff, and an outline for the day.
- If for any reason parents will not be arriving by vehicle, please contact Braeside as soon as possible to discuss an alternative meeting point.
- If for any reason children need to be dropped off or collected early, please notify us in advance. Braeside will then arrange a member of staff to meet parents/guardians and/or child.
- Collection will be at **the main house reception (big red door).**
- We will try to ensure a quick and easy process. Thank you for your patience and understanding.

General Guidance
If you feel your child may be nervous, shy, or anxious upon arrival please do contact me so I am aware. We are a welcoming and friendly team of staff, and our activity provision is highly regarded.
Parents need to please make children aware that listening and following instructions from Braeside staff is essential throughout the duration of the day. This is to ensure the safety of all children and staff. In the unlikely event of a situation where a child's behaviour causes concern or requires Braeside staff intervention/management we will contact you during the day, if necessary, however as a minimum we will discuss and explain any incidents with you when the child is collected. We work with children and young people from all backgrounds, and across the ability spectrum, therefore we are highly experienced in teaching/instructing carefully to ensure that children are engaged and motivated whilst having a great time in our care.

Please can children bring the following equipment for their day with us:

- Packed Lunch
- Refillable Water Bottle
- Waterproof coat
- Clothing suitable for the conditions and activity - *Trousers/leggings or shorts are ideal.*
- Comfortable walking shoes/trainers
- Change of clothing + footwear
- Large plastic bag for any damp/dirty clothes
- A bag to store everything (rucksack, holdall)

For Water Sports Days please also bring:

- Clothes to get wet in
- Old trainers to get wet – **no** wellies or open toe shoes
- A windproof top/cagoule
- Glasses strap or cord (if applicable)
- Towel

Outdoor activities can be muddy and wet, so check the weather forecast, be prepared, and choose clothing sensibly. Outdoor activities are always lots of fun so don't let a bit of mud or rain put you off – this is part of the fun!

- *No MOBILE PHONES*
- *The centre operates a strict **no nuts** policy in food both provided by us and brought onto the site.*
- *Refreshments (fruit, biscuits, and squash) will be provided during both the morning and afternoon sessions.*

If a child feels unwell whist with us, we will have a designated isolation room and/or outdoor space, where the pupil must isolate, with a member of staff. Parents will be contacted immediately and asked to collect their child as soon as possible.
We are so excited to welcome you and your child to Braeside and to support them to take part in a fun, educational and challenging experiences.
For further information please contact us. Please call: 01380 722637 or email: info@braeside-education.co.uk