

# INFORMATION FOR PARENTS / GUARDIANS

We look forward to welcoming your child to Plas Menai. Here is some useful information on what will be needed for your child's visit to the Centre.

## KIT LIST

Plas Menai has a wide variety of specialist equipment to keep you safe and warm during your including wet suits, waterproofs, helmets, etc. If you have your own equipment please feel free to bring these along with you. You will also need...

- ◆ Water shoes (wet shoes/boots or old trainers - NOT sliders, flip flops or crocs)
- ◆ Socks to wear on the water
- ◆ A towel
- ◆ Swimwear for under your wetsuit
- ◆ Warm clothes - fleeces, leggings, tracksuit bottoms or activewear (no jeans)
- ◆ Warm Hat and gloves - seasonal
- ◆ Water bottle
- ◆ Suncream and a sunhat (warmer months)
- ◆ Waterproof jacket
- ◆ Socks
- ◆ Shoes/trainers for dry activities / normal day wear - close toe
- ◆ Hair ties - needs to be up for all activities
- ◆ Spare clothes
- ◆ 50p for lockers (returnable)
- ◆ Kit bag or a swim bag
- ◆ Pocket money for a treat, an ice cream on the bike ride or a keepsake from the Plas Menai shop
- ◆ Two of any prescription medication required for teaching staff and instructors to keep safe.
- ◆ Personal wetsuits - Should be long and suitable thickness for time of year. They are brought at their own risk and the Centre cannot be held liable for any items that get damaged or go missing.



### RESIDENTIAL STAYS only -

- ◆ Sleeping bag
- ◆ Pillow case
- ◆ Pyjamas

CLOTHES SHOULD BE SUITABLE FOR ADVENTURES i.e clothes you don't mind getting very dirty or even thrown away after the activity or on returning home as some can be muddy - but a great deal of FUN.

IMPORTANT: You should ensure that a name is shown on each piece of clothing (especially swim wear) - a large number of un-tagged items are left every week.



### Your child should NOT bring:

- Pocket knives
- Video games or other expensive gadgets (i-pads, tablet computers etc)
- Chewing gum
- Aerosol deodorant
- Tobacco, alcohol or any un-prescribed drug (medication on prescription should be noted on health certificate)
- Mobile phones- Mobiles are only allowed with permission of the teaching staff. Access to the office phone is available if needed.
- Portable electric equipment e.g. hair dryers, ghetto blasters, curling tongs and travel irons.



If children do bring these personal items then they will be collected at the beginning of the course and returned at the end. Any other valuables may be left at the Reception for safekeeping.

WE WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE ABOVE ITEMS IF BROUGHT TO THE CENTRE

## ACCOMMODATION

We have accommodation available that can be booked through our customer service team. All children must be accompanied by a parent or guardian.

## MEALS

Mealtimes are often a highlight at Plas Menai. There is plenty of choice, We provide the following at every mealtime:

- 2 hot food options (plus a vegetarian option)
- Hot pudding or ice cream in the Summer
- Plenty of fruit is always available
- Hot drinks for those coming off the water based activities



We understand that mealtimes can be a cause of worry for both children and parents, we will do everything we can to help. We can cater for the following dietary requirements and more: Vegetarian / Vegan / Gluten Free / Halal / Allergies / Dairy Free. We can adapt and provide different options if discussed beforehand.

## SHOP

Plas Menai has a shop that sells sweets, drinks, souvenirs and presents. This is located in reception along with cashless vending machines in the accommodation block. Teaching staff will be able to set aside time for the children to purchase any items that they wish.

## SAFETY AND CARE

The course/group leader will arrange the course in conjunction with the Centre's management and instructional staff. A programme is put together to ensure that the children enjoy a variety of activities on and off the water. Children are closely supervised on all activities, and all equipment is regularly inspected to ensure that it is safe and suitable for use. As holders of an AALA and LOTC badge you can be sure that the children are able to learn, develop and enjoy everything in a safe and secure environment.

Arrangements at the Centre have been tried and tested for over 40 years to provide a safe and caring environment for children. We have Risk Assessments and strict staff guidelines for every aspect of the Centre's work and for any problems that might arise. A copy of these guidelines is passed on to your child's school in advance of the visit. We ensure that children know what to do in an emergency. There is someone available at all times, day and night. There are also CCTV cameras strategically placed around the Centre. All Instructional staff are DBS checked.

## PROBLEMS, ACCIDENTS OR ILLNESS

We encourage every child to report to the Course Director if any problems arise so that the matter can be dealt with immediately. We will assist in following each schools relevant processes.

Minor accidents or illnesses will be treated as soon as is possible by our local doctor, dentist or local hospital e.g. stitches for a minor cut, precautionary X Rays, provision of antibiotics for infection etc. Parents will be contacted before treatment is administered should the treatment involve a stay at the hospital or anaesthetic. Parents of children who are taken to hospital or the Doctor's Surgery for any other reason will be contacted immediately when the child returns to the Centre. Should parents wish their child to return home for medical reasons Plas Menai will assist with the arrangements. There is a fully qualified First Aider on duty 24 hours a day.

## PHOTOGRAPHY AND VIDEO CLIPS

Photographs and video clips of activities may be shown on our website, social media, advertising materials and occasionally television programmes. If you do not want your child to be included in these pictures please inform the centre on the AOR form.

## DISCIPLINE

To ensure the smooth running of the Centre a number of simple sensible rules are necessary. These are made known to children on arrival and our policy is to administer them in a fair and sympathetic spirit. Our aim is to ensure a happy time for all at the Centre.

