

ESSENTIAL GUIDE

HAF ACTIVITY DAY

Your PGL journey starts here

Arrival time: **9:00am**

Session start time: **9:30am**

Departure time: **4:45pm**

Sample Itinerary	SESSION 1	SESSION 2	LUNCH	SESSION 3	SESSION 4
	09:30-10:45	10:45-12:00	12:00-13:30	13:30-15:00	15:00-16:30
	Orienteering	Climbing	Nutritious Meal/Free Time Food Activities	Canoeing or Archery	Canoeing or Abseiling

Please note: This is a sample itinerary. Your child will be given one activity per session, activities vary from ropes, land and water. We are unable to take requests for activities. All activities are subject to change.

What to expect on arrival

Prior to arrival please ensure you have:

- ✓ Completed medical and contact information in your guest information form.
- ✓ Read all essential pre arrival information, including mobile phone policy and conduct and behaviour policy.

On arrival please have ready:

- ✓ Any medication, if applicable (in original packaging)
- ✓ Pocket money, valuables and mobile phone/devices

Help us make your check-in run as smoothly as possible by having the above items ready to hand over at the appropriate desks.

The check-in process:

1. The check-in desk

This is where your child will be registered. From here you will be directed through the arrivals procedure.

2. The medication desk

If your child requires medication during their visit, this is where you will sign it in. You will be asked to check dosage information provided on the medical forms and sign responsibility of administering the medication over to the centre team. You can discuss any specific requirements your child may have regarding medication with the staff here.

3. The Group Leader

At this point you will meet a team member who will be able to answer any questions you may have about the day camp and discuss how valuables are managed. They will also take in your child's pocket money if they would prefer our team to look after it during their the day. They will have access to it when required and it will be locked away otherwise.

The check-out process:

REMEMBER PHOTO ID!

The adult collecting your child at the end of their day will need to be specified on the contact forms and also present photo ID at the check-out desk. You will be guided through the departure process on the day.

What will they need to wear and bring?

- | | |
|--|--|
| ✓ Water Bottle | ✓ Towel |
| ✓ Sturdy footwear | ✓ Spare change of clothes & footwear |
| ✓ Top to cover the shoulders | ✓ Sun Cream and Hat |
| ✓ Trousers or shorts that cover the thighs | ✓ Small rucksack to carry all belongings |
| ✗ Flip Flops/Sandals/Crocs | |
| ✗ Denim shorts or trousers | |

What's required from me?

After booking, ensure you have completed your EGIF form which you will have received by email, this form is mandatory for anyone attending the day camps and we cannot accept any child onto centre unless this has been completed prior to arrival. Within this form we collect information on dietary and medical requirements and ask some questions about your child which will enable our team to give them the best experience whilst in our care. It is also compulsory that you provide the details of at least two nominated people that we can contact during their time with us in case of emergency, at least one of these being a next of kin and both being authorised and available to collect your child at the end of the day or should they leave centre prior to this. Your child's personal data will be stored confidentially in accordance with [PGL Beyond's privacy policy](#).

What is the food like?

We work with leading catering organisations to ensure our food is the best. A vegetarian option is always available, and we can accommodate most special dietary requirements. Please see our [sample menu](#).

How old will the children in attendance be?

We welcome guests aged 8 to 16. While we can't guarantee specific ages within this range, we will do our best to group children by age for activities to the best of our ability.

Can my child bring a mobile phone or device?

We do allow children to bring mobile phones with them to centre; however, we operate a strict [Mobile Devices policy](#).

Will there be other guests on centre?

There may be other schools/groups on holiday at the centre at the same time as your children. These guests are supervised by PGL staff and will have completely separate activity programmes and where possible social facilities.

Are you able to support my child's medical condition?

We are able to support children requiring regular medication that can be self-administered. If you are bringing medication (prescribed or otherwise) you will be required to hand this in on arrival. Please note that this MUST be in original packaging with dosage details enclosed and our medication administration form completed (found within your Essential Guest Information Form)

Are you able to support my child's additional needs?

Please make a note of any additional needs on your child's Essential Guest Information Form. Our Safeguarding & SEND team review these forms prior to arrival and may be in touch before arrival if they require further information. Please note that we operate at a 1:12 adult-to-child ratio. If you are concerned or have questions and would like to speak to us before booking, please contact a member of the team on 0333 321 2114.

How to find us.



PGL Winmarleigh Hall Church Lane, Winmarleigh Preston, Lancashire, PR3 0LA

From the South

Leave the M6 at junction 32 onto the M55. Leave the M55 immediately at junction 1. Follow the A6 north towards Garstang. By-pass Garstang on the A6. You will pass the "The Bellflower" pub on the left hand side. At the next set of traffic lights – turn left onto the B5272 towards Cockerham. Follow this road for 1.4 miles, then there is a hump-backed bridge over the canal after about 0.75 miles that requires extreme care. At Mitchell Bros. garage turn left into Broad Lane. Follow this road through Winmarleigh Village for 0.8 miles. About 300 yards further on is the entrance to Winmarleigh Hall (on the left). 100m before the entrance a railing fence appears on the left hand side, SLOW DOWN you may need to move onto the right to take the sharp left hand turn into the entrance.

From the North

Leave the M6 at junction 33 – follow the A6 south towards Garstang. After "The Crofters Hotel" at Garstang, turn right at the traffic lights onto the B5272. Follow this road for 1.4 miles, then follow the directions as below from *.