



Explorers

Explorers Terms and Conditions

The terms and conditions relate to Explorers Breakfast and After School Club

1. Children from 2years 9months and primary school age children are eligible to attend the club
2. Registrations forms MUST be completed in full before your child can be allocated a place. Parents/carers who complete and sign a registration form indicates that they have read, understand and agree to the terms and conditions of the club.
3. Parents/Carers must ensure all the details on the registration form are accurate and up to date. Any changes must be made in writing and submitted to the school office and Explorers
4. A booking form must be completed indicating which days and sessions you wish your child to attend and handed into the school office at least 24 hours before the required session/s.
5. Any medical information, including allergies, must be disclosed to Explorers
6. An authorised adult must sign the attendee into the Breakfast club
7. The Breakfast club starts at 7:30am. Children must arrive prior to 8:20am if they wish to have breakfast. No breakfast will be served after this time.
 - a. During lockdown or restricted access to the school site, Breakfast club drop off times will alter to 7:30am – 8:00am.
8. After School club starts at 3:15pm
9. Children registered to school led clubs must report to Explorers prior to attendance.
10. A healthy snack is served between 4:00pm – 4:30pm
11. After School club finishes at 6:00pm. Parents must collect their child prior to or up to 6:00pm
12. An authorised adult must sign the attendee out of the After School club
13. All efforts will be made to inform Explorers of any unforeseen circumstances if you are unable to collect your child on time. Parents will call 01453 810254 option 4 to advise staff.
14. Late collection fees will apply to any child not collected prior to 6:00pm as per the Late Collection Policy
15. Explorers Breakfast and After School club runs term-time only.
16. If your child is unable to attend a booked session, you must notify the school office in school hours or contact Explorers staff out of hours
17. 48 hours written notice is required for all cancellations of bookings or a cancellation fee may be incurred
18. All sessions are recorded in ParentPay
19. Payments for sessions are made in ParentPay and accounts should always be in credit
20. Childcare vouchers or Government Tax-Free Childcare scheme payments are also accepted. Parents using this form of payment must inform the school office.
21. The club reserves the right to refuse any child entry to the club if payment is not made, including late cancellation or late fees.



22. If a child becomes ill or has an accident, the Play Leader will contact the parent/carer to arrange collection of the child. In case of minor injury First aid will be administered. For incidents that require more than First Aid the parent/carer will be contacted to advise or discuss the course of action to be taken. If a parent/carer cannot be contacted, the Play Leader will invoke the relevant authority to take appropriate action to ensure appropriate medical treatment is provided.
23. The club follows the school's policies and procedures
 - a. Child Protection
 - b. Behaviour
 - c. Administration of Medicines
 - d. Anti-bullying
 - e. Code of conduct
 - f. E-Safety for children
 - g. Parent Code of conduct
 - h. Supporting Pupils with Medical Conditions Policy
 - i. Health and Safety
 - j. Complaints Procedure
24. Explorers aim to provide a safe, stimulating and happy play environment for all children.
25. If you have any concerns, please speak to a member of staff