



## Explorers

### Explorers Terms and Conditions

The terms and conditions relating to Explorers Breakfast and After School Club.

- Children from the school year prior to the child's Reception class entry, who are fully toilet trained, as well as primary school age children are eligible to attend the club.
- Registration forms MUST be completed in full before your child can be allocated a place. Parents/carers who complete and sign a registration form indicate that they have read, understand, and agree to the terms and conditions of the club.
- Parents/carers must ensure that 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.
- A booking form must be completed indicating the days and sessions you wish your child to attend and either handed into the school office or emailed to [admin@bps.cbac.academy](mailto:admin@bps.cbac.academy) at least 24 hours before the required session/s.
- Any medical information, including allergies, must be disclosed to Explorers.
- An authorised adult must sign the attendee into the Breakfast Club.
- The Breakfast Club starts at 07:30am. Children must arrive prior to 08:20am if they wish to have breakfast. No breakfast will be served after this time.
- During lockdown or restricted access to the school site, Breakfast Club drop off times will alter to 7:30am – 8:00am.
- After School Club starts at 3:15pm.
- Children registered to school led clubs will go directly to be registered with their Club Leader. After the children have attended their club, Club Leaders will escort children registered with Explorers to the Explorer room to be registered.
- Healthy snacks are served between 4:00pm – 4:30pm.
- After School Club finishes at 6:00pm. Parents must collect their child prior to 6:00pm.
- An authorised adult must sign the attendee out of the After School Club.
- 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.
- Late collection fees will apply to any child not collected prior to 6:00pm as per the Uncollected Children Policy.

- Explorers Breakfast and After School Club runs term time only.
- If your child is unable to attend a booked session, you must notify the school office during school hours or contact Explorers staff during provision hours.
- 24 hours written notice is required for all cancellations of bookings or a cancellation fee may be incurred.
- All sessions are recorded in ParentPay.
- Payments for sessions are made in ParentPay and accounts should always be in credit.
- Childcare vouchers or Government Tax-Free Childcare scheme payments are also accepted. Parents using this form of payment must inform the school office.
- The club reserves the right to refuse any child's entry to the club if payment is not made, including late cancellation or late fees.
- If a child becomes ill or has an accident, the Play Leader will contact the parent/carer to arrange for 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 parent/carer cannot be contacted, the Play Leader will involve the relevant authority to take appropriate action to ensure appropriate medical treatment is provided.
- The Club follows the school's policies and procedures:
  - Child Protection
  - Behaviour
  - Administration of Medicines
  - Anti-bullying
  - Code of Conduct
  - E-Safety for children
  - Parent Code of Conduct
  - Supporting Pupils with Medical Conditions Policy
  - Health and Safety
  - Complaints Procedures
- Explorers aim to provide a safe, stimulating and happy play environment for all children.
- If you have any concerns, please speak to a member of staff.

Policy Reviewed: **Summer 2025**

Next Review Date: **Summer 2027**



