



## **HOLIDAY CLUBS**

### **Terms and Conditions**

#### **Bookings**

A booking is confirmed when paid in full at the time and receipt constitutes acceptance of these terms and conditions.

All children MUST be collected by 3.30pm or 4.30pm for late stay (unless timings are otherwise specified at time of booking). If for any reason you are unable to collect by 3.30pm, we ask that you call the School Office on 01424 751555 as soon as possible. A member of staff will wait with your child until they are collected. We reserve the right to refuse future bookings from parents who continually pick up late.

#### **Your child's information**

It is the responsibility of the person making the booking to ensure that all details provided are accurate, in particular full information about each child, including medical and other special educational needs, and emergency contact information.

#### **Personal Property**

All your child's personal property is your responsibility and Claremont is not liable for any lost or damaged property on camp. Lost property will remain on site until the last day of the season and should be collected before the last day. Please ensure all personal items are clearly named.

#### **Mobile Phones and Electronic Devices**

All mobile phones and electrical devices are prohibited during the day. If found, children will be asked to place the device in a secure box in the School Office. The device will be returned to the authorised parent/carer at the end of the session.

#### **Child Exclusion**

Claremont has a responsibility for ensuring the well-being and safety of all children in our care and have approved procedures for managing behaviour. The School follows a zero tolerance policy on discrimination, bullying and persistent poor behaviour of any kind, irrespective of any special needs. On rare occasions, and in more serious cases, we reserve the right to ask parents to remove children either for the remainder of the day (part exclusion), or for the rest of the booked sessions (full exclusion). No refund will be made for any remaining days booked, and any costs associated with the exclusion will be the parents' responsibility. We reserve the right to exclude a child at any time prior to or during a session due to illness. The parent/carer will be expected to come and collect their child.

#### **Insurance**

All children in our care are covered by our Public Liability Insurance.