



Holiday Club Terms and Conditions

1. REGISTRATION

1.1 PRELIMINARY REGISTRATION

All children attending Holiday Club must be registered prior to the commencement of Holiday Club. Registration opens in mid-June and closes when the maximum number of children is reached or at the weekend before Holiday Club. Children can be registered through our website (elim-aldershot.org.uk/polar-explorers-holiday-club)

1.2 ELIGIBLE AGE RANGE

Children must have reached 5 years of age by 1st September and must be under 12 years of age on 31st August. Children outside this age range will not be accepted for registration.

1.3 COSTS

In order to cover the cost of running Holiday Club, a contribution of £3.00 per session per child is required. If 3 or more children from one family attend, we offer a discretionary discount reducing the contribution to £2 per session per child.

2. ATTENDANCE

2.1 ARRIVAL AND DEPARTURE

Holiday Club runs from 10am to 12.30pm. Children should arrive at Holiday Club by 9.55am, to allow registration and welcome in time for a prompt start at 10am. Children should arrive no earlier than 9.40am as the Holiday Club team will be fully occupied preparing for the day and no-one will be available to supervise children arriving before this time.

We request that parents and carers arrive to collect children promptly at 12.30pm. We will endeavour to finish the session on time, but children do things at their own pace and there may be a delay in completing the day's activities.

2.2 CLOTHING

Children should come appropriately dressed for the day's activities.

On the final day of Holiday Club, weather permitting, we may stage a water fight. This usually results in the leaders being targeted with most of the water, but children should

come dressed for the fun and parents should expect to collect slightly damp children at the end of the session.

2.3 SUN-SCREEN AND HATS

We will make use of the space outside the Church Building for play and exercise and it will not always be possible to conduct these activities in the shade. Parents and carers should ensure children have been treated with an appropriate sun-screen. Even in cloudy conditions, it is possible for young skin to suffer sunburn, so we recommend applying sun-screen. Hats or caps are also recommended as protection against the sun.

We are not able to supply or apply sun-screen. If a child appears to be suffering over-exposure to sun, they may be withdrawn from the outdoors activities for their own protection.

2.4 BEHAVIOUR

Every child who comes to Holiday Club has the right to enjoy the day's activities without suffering fear, intimidation, bullying or aggression. Our Holiday Club team have the right to conduct the day's activities without abuse and to expect cooperation from the children in their team.

If the behaviour of any child is deemed inappropriate, they may be excluded from the remainder of the day's activities. In extreme cases, the child's parent or carer may be requested to remove them from the premises and they may be excluded from remaining sessions of the Holiday Club.

3. MEDICAL

3.1 FIRST AID

At least one trained First Aider will be on duty at every Holiday Club session. The duty First Aider will be trained in basic Paediatric First Aid, and in the administration of EpiPen medication.

If the child's registration form indicates that the parent or carer should be contacted before first-aid is administered, we will always seek to honour this. However, we will not compromise a child's well-being or put their safety at risk if we are unable to contact the parent or carer.

3.2 URGENT-USE MEDICATION

Urgent-Use medication means medication such as an EpiPen which may need to be administered in an emergency.

If your child carries urgent use medication, this must be declared on the registration form. The medication must be handed to the duty First Aider at daily registration, and it is the responsibility of the parent or carer to ensure the medication is returned when the child is collected.

If occasion arises to administer urgent-use medication, this will be treated as a medical emergency. An ambulance will be called and the child's parent or carer will be contacted.

3.3 SELF-ADMINISTERED MEDICATION

Self-administered medication, such as Ventolin for asthma, may be retained by the child but must be declared on the registration form. We expect the child to understand when the medication should be taken and how to take it.

4. PHOTOGRAPHY

4.1 CONTROL OF PHOTOGRAPHY

Photography will not be permitted inside the Church Building. We will nominate an authorised photographer, who will use a camera and not a mobile phone or tablet device, to capture images of the activities undertaken during the Holiday Club.

We will endeavour to control photography outside the Church Building; however, the premises are bordered by a public highway and are overlooked by other private properties, and we cannot guarantee to exercise similar control over these areas.

4.2 USE OF PHOTOGRAPHS

Photographs taken by the authorised photographer will be displayed in the Church Building to enable parents and carers to see what the children have been doing through the week. We cannot provide copies of photographs to parents or carers. Photographs will be disposed of within six months of the end of the Holiday Club.

Photographs in which children cannot be identified or can be rendered unidentifiable may be retained and used for promotion of the church and any future events or activities of the church.

Please refer to the paragraph on Photography in the Holiday Club Data Privacy Policy (available from our website: elim-aldershot.org.uk/holiday-club-privacy-policy).

5. LOST PROPERTY

Lost Property will be retained for three months from the end of the Holiday Club. Any property unclaimed at the end of three months will be disposed of as we see fit.