

Redland Rascals Terms and Conditions (2009)

- Schedules of activities will be published in advance on the website and full details will be displayed on a daily basis on site. Due to unforeseen circumstances it may be necessary to vary the published activities at short notice. Schedules will be balanced, play based and age relevant. Should you have any queries regarding this please contact the Manager.
- Where there is an excursion recorded on the booking form consent to your child taking part in this trip is inferred by booking your child in for that day. Further permission will only be sought for trips that are not indicated on the booking form. Should you wish your child to opt out of the excursion please speak to the Manager or the Rascals Administrator directly to discuss this.
- Snacks are provided in the morning and afternoon, however all children should bring a packed lunch.
- All bookings must be accompanied by a completed registration form (regardless of prior attendance) and full payment to cover the sessions booked. We accept payment by cheque (made payable to Redland High Junior School), debit or credit card (details on request), childcare vouchers and for Redland High School parents we can add these to your fees.
- All cheques will be cashed within seven working days. For more information regarding payment by debit/credit card or childcare vouchers please contact the Bursar's Office on 0117 9244318.
- All bookings will be confirmed via email. Should you require postal confirmation then please notify us of this when booking.
- Refunds will only be processed with 14 days notice of cancellation of the session booked.
- All information provided will be kept confidentially by the Manager and staff of Redland Rascals to be used as required.
- All medical and other special needs must be disclosed on the registration form to enable your child to take a full part in the programme of events safely and supported as needed.
- Medication (prescribed by a Doctor) can be administered by the Manager or other appointed members of staff. A medication form must be completed by the child's parent or guardian on the first day, before any medication can be administered. If timing of the medication is vital then it is possible for a parent/guardian to visit Redland Rascals to administer the medication. We are unable to administer any medication that has not been prescribed by a Doctor.
- Redland Rascals provides First Aid cover for all children and staff attending. All accidents are recorded in the First Aid file, held confidentially on site. Parents/guardians will be notified upon collecting their child if they have had a minor accident during the session and they will be shown the relevant accident file entry, to be read and signed.
- Should a more serious accident occur the Manager, or other appointed First Aider, will assess the situation in order to decide upon the correct course of action and will telephone the emergency contacts (as specified on the registration form). Should it prove impossible to contact those people then the Manager will act in the best interests of the child in dealing with any medical personnel and making relevant decisions regarding emergency treatment.

- Should any child become unwell during a session the Manager, or appointed person, will contact those named on the registration form in order to decide on a course of action. Should the Manager decide that a child is too unwell to stay for the duration of their session then the child will be cared for by the staff of Redland Rascals until the emergency contacts can arrange to collect the child.
- If any child is suffering from an illness including any of the following they should be kept away from Redland Rascals for the duration as specified in the relevant policy: vomiting, diarrhoea, infectious rash or other infectious symptoms. For further clarification please speak to the Manager.
- On summer days all children should have sun cream applied prior to arriving at Redland Rascals. Each child should also bring (named) sun cream to be applied during the remainder of the day. Children who require help to apply further sun cream will be assisted unless parents/guardians indicate otherwise on the registration form.
- If you believe that it may be possible that your child will have a toileting accident then a full change of clothes should be provided for each session. We would recommend that all children attending 'Rotten Rascals' should bring at least one change of clothes with them.
- All children must be signed in and out by an adult at the start and end of their session. Children will only be released into the care of the individuals nominated on the registration form. If someone else will be collecting your child you must inform the Manager. Should an adult attempt to collect your child who has not been nominated on the form the Manager will telephone the emergency contacts to gain authorisation. If no contact can be made then the child will remain in the care of Redland Rascals until such time as approval is given.
- Scooters, roller skates/blades and bicycles may be brought to Redland Rascals to be used during outside play. We recommend that helmets should be worn however it is the responsibility of the child's parent/guardian to supply helmets and we can take no responsibility for accidents which occur when a helmet is not supplied.
- Handheld computer games may be brought to Redland Rascals to be used at specified times, however these should be clearly named and no responsibility can be taken for these items by Redland Rascals.
- Redland Rascals can also accept no responsibility for any other items lost during a session. As far as possible all items should be named. Each child will be allocated a box or peg to store their belongings. Redland Rascals will store lost property for two months and then unclaimed items will be disposed of. Should you wish to check lost property then please contact the Manager or the Rascals Administrator.
- Photographs may be taken by the Manager or staff of Redland Rascals to be used as a record of activities and for publicity purposes. These images will be held digitally and may be used in print or on the website. If photographs are used in this way then no names will be used. If you do not wish photographs of your child to be used then please highlight this on the registration form.
- Redland Rascals provides a comments book for parents/guardians to note any comments in. All comments will be responded to within one week. Should you wish to write to the Manager then please address all correspondence to: Fran O'Brien, Redland Rascals Manager,

Redland High Junior School, 1 Grove Park, Redland, Bristol, BS6 6PP. All telephone enquiries should be directed to the Manager on 07966 989005.