

Evendons Explorers - Breakfast & After School Clubs FAQs

Will Evendons Explorers staff take my child to class?

At the end of the Breakfast Club session, a staff member will take the Reception, Year 1 and Year 2 children to a predefined area or to their classroom to be handed over to a member of school staff. KS2 will make their own way to their classrooms.

What Breakfast is available to my child?

A variety of cereal, fruit and toast with spreads will be on offer each morning. Breakfast is optional.

What if my child requires medication whilst at the club?

Any child requiring medication, including inhalers, will need to follow the same rules as those set during school time. All medication requires a signed form from the school office. Evendons Explorers may only administer prescribed medication. Please ensure you hand any medication to the Club Manager with a Permission to Administer Medicine form. Details will be logged by the Club Manager and stored with the school medication records. The school office can email this form to you prior to your child attending. If your child requires regular medication, we recommend that you supply the Club with extra medication which can be stored to avoid regular transfer.

What is the booking deadline for Breakfast or After School Club sessions? So that we can plan our pupil / staff ratios accordingly, you can book online up to **four days** before the start of a session. However, in extreme circumstances we may be able to take 'on the day' bookings over the phone subject to availability and appropriate staffing ratios. If your preferred date is fully booked, you may request to be placed on a waiting list by contacting the school office.

My child has additional needs. How can you help?

Evendons Explorers are fully inclusive and we aim to support all children. We do not offer 1 to 1 support as standard so this would be subject to prior arrangement with the school and chargeable at an agreed hourly rate. Please contact the school office to discuss.

How will my child get to the After School Club?

For children in Reception, Year 1 and Year 2 a school staff member will escort the children directly to the club or an Evendons Explorers staff member will collect the children from their class. Children in KS2 will make their own way direct to the club. For children attending an extracurricular club (3.30pm-4.30pm) based elsewhere on the school site, the same will apply as per the end of the day.

How do I collect my child and can I pick them up at any time?

Parents can collect from the After School Club at any time from school finish until 6:00pm. All children must be signed out by 6:00pm. Late collection fees of £10 per 15 minutes are automatically applied if a child is not collected promptly at the end of their scheduled session. You must inform the club via the dedicated Explorers emergency mobile line (07938 700982) if your child will be collected late. This line is for emergencies only and in operation between 3.30pm and 6pm. Bookings and general enquiries should be directed to the school office.

Does Evendons Explorers provide food?

Yes, a healthy and nutritious breakfast will be provided when your child arrives at the morning club or at 4.40pm at After School Club. This is not a meal replacement. Water is available at all times.

What should my child bring?

We recommend packing according to our unpredictable English weather; this should include sun cream, sun hat, waterproofs or warmer clothing for the summer months. We would suggest packing a change of clothes that you don't mind getting messy due to our outdoor play philosophy and art & craft activities. Please ensure all items brought to an Evendons Explorers club are clearly labelled and ensure children do not bring any valuable toys or belongings with them as Evendons Explorers cannot be held responsible if they are lost or damaged.

What happens if someone else needs to pick up my child?

Staff will only release children to people they know or can verify so please ask that collectors bring photo ID with them for checking. Any person collecting your child must be over 16 years of age and with prior agreement with the school.

My child is going to be absent or I need to cancel a session, what should I do? You can cancel your sessions with up to four days' notice via Scopay It is parents' responsibility to ensure the school knows that their child will not be attending the clubs.

What happens on the last day of term if school finishes early?

There is no After School Club on the last day of term, i.e. when the school closes at 1.30pm. Breakfast Club will continue to run as usual.

Can I book different days each week?

Yes – you can book whichever sessions suit your particular needs.

Can I add extra days to my booking?

Yes – extra sessions can be booked if available.

Can I book part of a session?

Yes, you can book for session one (3:30pm-4:30pm) and/or session two (4:30pm-6:00pm) in Scopay, subject to availability. Please ensure you select 'E' for the early session and 'L' for the later session. If you require your child to attend from 3.30pm to 6pm you must select **both** options. Please be aware that there may sometimes be availability in one session but not the other.

Can I cancel after I book and will I get a refund?

Yes – you can cancel online and the following notice is required:

- 4 days or more notice of the booking date – 100% refund
- Less than 4 days' notice of the booking date – no refund

Can I swap days?

You may cancel sessions in accordance with the cancellation notice period above. If there is availability you can then book new sessions.

Other areas to consider:

- Childcare Vouchers / Tax Free Childcare: please see separate payment instructions on the website;
- Card payments: please see our Wraparound Care Policy for details;
- Behaviour issues: please see our Wraparound Care Policy for details.