



Holiday Club Terms and Conditions

Albyn Holiday Club aims to provide a safe and enjoyable experience for every child or young person. In order to us to do this, please note the following:

Age of children:

We only accept children who are 5 years old to 12 years old. Children younger or older than this will not be accepted for Holiday Club.

Cancellation Policy:

Your place is confirmed after payment is received. Please note that once your place has been confirmed, we have a no cancellation policy. All confirmed dates will be charged at the full amount and refunds will not be given for any reason including non-attendance through illness, changed plans or exclusion.

Registration Information:

- All questions on the online registration form must be completed in full.
- Any changes to the parent contact and emergency contact information provided on the form at time of registration must be updated before your child attends.

Medical Information:

- Any changes to the medical information provided on the form must be updated before your child attends.
- If your child is taking short term medication, you must advise the Holiday Club before your child attends so that provisions can be made.
- If your child suffers from vomiting or diarrhoea, you are asked to keep them at home for 48 hours after the symptoms have passed.
- Holiday Club will only administer medication after a Permission to Administer Medication form has been completed and submitted by parents
- In the event of an accident, first aid will be administered to children in our care, and the emergency services will be called if necessary.

17-23 Queen's Road
Aberdeen
AB15 4PB
01224 322408

www.albynschool.org
information@albynschool.org

Albyn School Charity Number SC008392
Albyn School Ltd Company Number SC026743

Special Educational Needs, Learning Support, Medical Conditions and Disabilities:

In order to provide the best support for all attending our Holiday Clubs, you are asked on the registration form if your child has: an identified additional support need, has undergone any screening/ assessments for a specific learning difficulty, has received any extra support in their current school, or has any additional requirements.

Information provided is to facilitate the health, safety and wellbeing of your child while in our care.

Should a case arise where any special education needs have not been disclosed on the registration form and, in the professional judgement of our staff, Holiday Club cannot provide adequately for your child you will be asked to make arrangements for your child's return home.

Behaviour:

Should the Staff decide that your child's poor behaviour requires him/her to be excluded from Holiday Camp. It is your responsibility to make arrangements for your child's immediate return home at your expense.

Drop off and Pick up:

- Holiday Club is open from 8am - 5pm daily. Parents and carers must make arrangements for children to be brought to and from the Holiday Club safely and on time
- Drop off is at the main Albyn School Reception on Queen's Road.
- Pick-up is from the Albyn School side gate on Forest Avenue.
- On arrival for collection at the end of the day, send an SMS to 07827 921871 and a staff member will bring your child to the gate.
- An additional late collection charge will be made in the instance of a late pick up at the rate of £10 for every 10 minutes after 5.00pm. This is strictly enforced due to the terms of our Insurance Policy.

Notice of Absence:

If a child is not attending a confirmed day of Holiday Club, parents/carers must inform the Holiday Club team by text message or email to ensure the attendance register can be updated.

Personal Property:

- All articles of clothing and bags must be marked clearly with your child's name.
- Lost property items will be held until the final day of Holiday Club after which all remaining articles will be donated to a local charity.
- Holiday Club cannot take responsibility for any damaged clothing and/or personal items.

17-23 Queen's Road
Aberdeen
AB15 4PB
01224 322408

www.albynschool.org
information@albynschool.org

Albyn School Charity Number SC008392
Albyn School Ltd Company Number SC026743

Additional:

- Lunch is not provided and your child is required to bring a packed lunch unless it is stated otherwise on the agenda.
- Your child must bring a full water bottle.
- Your child must have sun cream in their bag.
- Travel to and from any external trips or outings is by private transport or school minibus

Complaints:

If you have any concerns or suggestions, please email to holiday.club@albynschool.org

Personal Data:

To process your booking, we need to collect personal details about you and your children. All information gathered will be treated as confidential and kept secure. We will use your email address and telephone number to contact you with information that relates to bookings or information that we might need that relates to the welfare of your child. We would also like to use your details to keep you informed about our upcoming Holiday Clubs. To stop receiving our emails please email holiday.club@albynschool.org

If you need to contact Holiday Club staff during the day, call 07827921871 or send an email to holiday.club@albynschool.org.

April 2024



Albyn School Charity Number SC008392
Albyn School Ltd Company Number SC026743

17-23 Queen's Road
Aberdeen
AB15 4PB
01224 322408
www.albynschool.org
information@albynschool.org