



Little Saplings

Terms & Conditions

Time & Location

- Our Little Saplings will run weekly, term time only and will last for one and a half hours per session. It will be based in the wooded area attached to the Brook Infant School & Nursery.
- Parents and children should arrive at the main school gates five minutes before their session and will then be escorted by staff members to the wooded area. If you are running late, please let the office know on 01293 886521.
- Our Little Saplings welcomes children from the age of one year old until the age of three.
- Children under one years old can attend with an accompanying adult but must be in an off road buggy or sling.
- Only one adult per child is allowed to attend each session due to Covid-19 restrictions.
- One parent can book a maximum of three children to each session.
- Parents are welcome to bring pushchairs to the wooded area. These will be stored safely during the session.
- Toilets are not available in the wooded area and as the club is only for one and a half hours it is hoped that they will not be needed. If however, toilets are required, a member of staff will escort parents to the visitor toilets. Please note that parents will need to take their child(ren) with them, if they use the facilities. All nappies must be taken away by the parent and must not be left on the school site.
- Please note that sessions will continue in all weathers and will only be cancelled if there are dangerous condition e.g. high winds, parents are reminded dress appropriately for all weathers.

Infection Control

- As per Covid-19 advice, you and your child should not attend sessions if you have:
 - A high temperature
 - A new or continuous cough
 - A change or loss of sense of smell
 - If you, your child or another member of your family that you live with experiences one or more of these symptoms, please book a Covid-19 test and ensure that your entire family self isolates until a negative result has been received. If a positive test is received, you will need to self-isolate for ten days from the date of your test.

Unfortunately, no refunds are given for illness or self-isolation.

Charges and Booking

- From September 2021, parents are asked to book for one half term at a time and payment will be made in a complete block. However for the summer term 2021, parents are able to book for the sessions that they wish to attend as an introductory offer.
- Parents will need to complete a booking form if they wish to attend Our Little Saplings Parent and Toddler Group. Once the booking has been received, the parent will either receive a welcome letter and invoice to book for the sessions requested or will be notified that they have been placed on our waiting list.
- Payment must be received for all sessions booked by the payment request date. If payment has not been received then the parent will not be able to attend the session and the session will be offered to another family on the waiting list. If a parent repeatedly does not pay by the payment date, then all future bookings will be discounted.
- Payment can be made either online via bank transfer or through PayPal.
- Cancellations – please let us know if you are unable to make a session you have booked, unfortunately there is no refund for sessions missed.

- There will be no refunds for sickness, self isolation (for example pandemic) or holidays. In the event that the clubs have to close for example extremely adverse weather e.g. high winds or isolation (for example pandemic) then a refund will be given.
- There will be no refunds given if you and your child have to leave early.

Food and Drink

- All children will be offered a drink of milk and a biscuits during the session.
- Parents will be offered a hot chocolate drink.
- It is the parents responsibility to ensure that all allergy information is completed on the booking form and updated if required.

What to Wear and Bring

The following items are essential for Our Little Saplings Parent and Toddler sessions:

- Wellies
- Long trousers
- Long sleeve top
- Waterproof jacket and trousers or puddle suit
- Hat (for warmth/sun as appropriate)
- Any medication that might be needed during the session

We also suggest you bring the following with you:

- A complete change of clothes & shoes for the journey home
- Plastic bag for dirty kit
- Changing Bag ... we have a changing mat available in one of the bell tents

Staffing

- Our Little Saplings will be led by our Learning Mentor and Woodland Wonders Leader who is trained in woodland activities and is also first aid trained, she will be supported by other members of the Woodland Wonders Team as appropriate.
- We will also have several paediatric first aiders on site.
- All staff have a Disclosure and Barring Service (DBS) check.

Activities and Planning

- All activities will be linked to the woodlands and will potentially involve the children getting dirty! It is the parent's responsibility to ensure that children are dressed appropriately for this.

Behaviour and Code of Conduct

- All school policies will be adopted by Our Little Saplings team including Behaviour, Anti-bullying, Health & Safety, Child Protection and Medicines Management.
- We ask that all attending adults behave in a way that is suited to a school environment, this includes appropriate use of language and treating everyone with respect. Failure to comply to this will result in the cancellation of all bookings.
- Our Little Saplings Leader will demonstrate and explain the safety guidelines for each session and parents are required to follow these. Again, failure to comply may result in future sessions being cancelled.

First Aid and Medical

- Our Little Saplings Leader is First Aid Trained.
- Parents are required to bring with them all emergency medicine that is required for themselves and their child.
- The school and woods are connected by a Walkie Talkie and so support is available if required.
- Parents are asked to highlight any relevant medical conditions which may require medical attention on their booking form and to keep the school informed of any changes.

Contacting Us

- You can contact us on littlestaplings@brookinfant.school or by telephoning the school office during school hours on 01293 886521.

General

- Brook Infant School & Nursery Our Little Saplings has been set up in response to parent demand.
- Brook Infant School & Nursery reserves the right to close this group if required at any time.