

# Bop Tots

## *Terms & Conditions*

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### Early Years Sessions

**Cancellation Policy** – You may change the date/time of your session up until 2 days prior. Sessions cancelled with less than 48 hours' notice will be charged at the full fee.

**Class Rules** – Staff must ensure all children follow Bop Tots Class Rules (below)

**Insurance** – Bop Tots is fully insured, a copy of Bop Tots Policy can be viewed on request.

**Payment** – Sessions will be billed via invoice on 1<sup>st</sup> of each month in arrears. Payment must be made within 14 days and can be accepted via Bank Transfer or Cash. A 5% charge may be incurred for late payments.

**Maximum Numbers** – a session can be hosted for a maximum of 27 children aged up to 5 years old.

**Supervision** – It is the early years setting's responsibility for the supervision of the children during the session. Ensuring the required staff:child ratios are in place and staff must not leave children unattended with The Bop Tots Leader. Certain activities will require staff to participate and help with the activities such as the parachute.

### **Class Rules**

The following rules are instructed by Bop Tots to ensure every member of the session feels relaxed, supported, safe and secure whilst having fun. By participating in a session, staff/adults agree to follow and encourage the children to follow the class rules below which will help us enjoy our time together.

- 1- All adults must take full responsibility for the child/children in their care, for the duration of the Bop Tots Class, and ensure appropriate supervision is given throughout the class and during use of instruments and props.
- 2- It is the staff's responsibility to handle any unacceptable behaviour in an appropriate manner.
- 3- Children must treat their Bop Tots Leader and the other children and adults with respect.
- 4- Apart from during a music/dance activity instructed by your Bop Tots Leader children must only walk and not run in sessions.
- 5- Children must respect the instruments and equipment used in the class; these should not be thrown, put in a child's mouth or used as a weapon.