



Important Information

Cancellation of Classes

Bop Tots reserves the right to cancel classes without refund (if paid upfront for a course) in exceptional circumstances beyond our control (e.g. fire, flood, adverse weather conditions etc.), but if possible and subject to availability, we will always try to run a "catch up" class at an alternative time. Contact will be made as soon as possible via phone and email in the event of cancellation of a class.

Data Protection

Declaration: All information held on file relating to the parent/carers and children of Bop Tots classes will not be used for any other purpose other than for the purpose of contacting you regarding Bop Tots. This information will be stored by the Bop Tots Class Leader at all times and you may request to view what information is held on file regarding yourselves or child at any time.

Equality/Diversity

We welcome both fathers and mothers, grandparents and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.

It is our intention to make Bop Tots genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will ensure that the existence of the group is widely known in the local communities.

Health & Safety

Bop Tots have a Health & Safety policy in place, the full policy can be viewed during classes or emailed on request. Key points for parents & carers to take note of are:

Insurance - Adequate Insurance is in place and a copy can be viewed on request.

Illness - Parents/carers are asked to keep their children at home if they have any infection. Parents are asked not to bring into the group any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack. Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Hygiene - To prevent the spread of all infection, we will ensure that the following good practices are observed: Hands will be washed after using the toilet and before handling food, Children will be encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically Paper towels will be used and disposed of appropriately. Please can any used nappies be taken home and not left at the premises.

Smoking is not permitted within the building and at any time during the class.

In the event of a fire, parents and children should evacuate the building and go to the designated assembly point (car park at the front of the hall). The Bop Tots Leader will check the children and parents/carers are present against the register.

Class Booking/Registration.

You will be required to book your space each week/half term via the online booking system before attending a class. If you can no longer attend, you can cancel your booking via the online booking system or via email (info@boptots.co.uk). Refunds cannot be given once payment has been made. Pay as you go tickets can be transferred to another class date. If you have booked a pay as you go ticket and do not attend without informing Bop Tots by 8am on the day of the class you will be unable to transfer your ticket and will be charged the full class fee. Once Registered with Bop Tots, your details will be held on file, if you would like your details removed please contact info@boptots.co.uk.

Safeguarding Children

Bop Tots have a Safeguarding Children Policy in place; the full policy can be viewed during classes or emailed on request. In Brief the policy states that all adults attending Bop Tots will work with each other to ensure the safety of the children.

The key commitments of Bop Tots Safeguarding policy for child protection are:

- Parents are responsible for their own child(ren) at all times.
- Collectively the group is responsible for the safety of all children.
- Attending parents/carers/visitors will sign in and sign out of the group every session
- All adults in the group, both parents and visitors, will be aware of and respect the group's safety policies.
- A culture of mutual respect between children and adults will be encouraged, with adults modelling good practice. Good practice includes valuing and respecting children as individuals.
- Your Bop Tots Leader is fully first aid trained in adult and paediatric care, during classes a correctly stocked first aid box will be available at all times.
- A log will be available at each session for the reporting of any accident/incidents.