# Autism Explorers: Bookings and Payments

(Last updated: September 2025)



AUTISM EXPLORERS 2025 Updated: Sept 2025

Review Due: Sept 2026

## <u>Autism Explorers – Bookings and Payments</u> (Last updated: September 2025)

Autism Explorers is a community group within Norfolk providing support for SEN families through; Sensory Saturday Stay & Plays with child-led play, inclusive Trips and Events, 1-1 skills development, workshops, etc. and by having a skilled, trained and dedicated team.

By booking and using our services you are agreeing to our terms and conditions.

Last Updated: Wednesday 3rd September 2025

#### **Bookings:**

All bookings for Sensory Saturday sessions, trips and events, 1-1's workshops, etc. must be made via our website <a href="https://www.autismexplorersnorwich.com/">https://www.autismexplorersnorwich.com/</a>. If there are any issues with booking online please contact us via email at your earliest convenience.

Our online booking forms require information such as: Child's name, Parent/Carer's name, telephone number, email address and photo consent. This information is relevant data and allows us to run our services safely and effectively. These details will not be shared with third parties within your written consent, unless required by law (e.g. Safeguarding concerns).

Some of these forms may also ask you to check a box for which session and time you would like to attend, on our Sensory Saturday forms you are able to select and book multiple at once. The majority of our forms also allow sibling bookings.

Places are limited and bookings are taken on a first come, first served basis. Full payment at check out is required to secure your booking and participation.

#### **Late Bookings:**

There may be last minute availability for Sensory Saturday sessions, trips and events, 1-1's, workshops, etc., these bookings may become available the night before or morning of participation. Spaces are given out on a first come, first served basis and payment in full is required to secure your late booking and participation.

#### Payments:

Payments are to be made in full upon the time of booking, unless previously agreed upon in writing with both parties accepting.

If full payment has not been received within 48 hours of the initial online booking, the space(s) you have booked may be released.

Children aged 1 and under are free.

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### **Financial Support:**

We understand that some families face financial barriers, we have put measures in place to work alongside and support those families. This will be assessed on a case by case basis.

Alternative options may include; paying on arrival, funded or discounted spaces and payment plans - All to be a prior agreement in writing.

If you are unable to pay in advance or need to contact us about financial support, please contact us in writing via email at helloautsimexplorers@gmail.com

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