

St Brendan's Before & After School Club



Parent/Carer Contract

St Brendan's Before & After School Club Contract with Parents

- I consent for my child to attend St Brendan's Before & After School Club. I understand that the club follows policies and procedures set out by school, and that there are expectations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that St Brendan's Before & After School Club is a play setting and that whilst my child is there they are legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at St Brendan's Before & After School Club he/she will be in the care of them until collected and signed out by an authorised person.
- It is my responsibility to keep St Brendan's School Office informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities whilst at St Brendan's Before & After School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- St Brendan's Before & After School Club closes at 6pm. If, due to unforeseen circumstances, I am going to be late, I will contact the club as soon as possible.
- If I do not collect my child by 6pm I will pay a charge of £2.50 per 15 minutes (or part of) to cover the costs of the staff that are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that St Brendan's Before & After School Club will follow the **Uncollected Children Policy** (in this booklet) and contact Social Care.
- Whilst St Brendan's Before & After School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I am aware that the Before and After School Club follow the School's Behaviour for Learning Policy and agree that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at St Brendan's Before & After School Club involving my child, I will be informed.
- If my child has an accident at St Brendan's Before & After School Club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment at hospital and I am unavailable to attend, a member of staff from St Brendan's Before & After School Club will supervise my child and wait with your child at hospital until I am available (you may be charged if after 6pm).
- Information held by St Brendan's Before & After School Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

St Brendan's Out of School Club Uncollected Children Policy

St Brendan's Before & After School Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late (after 6pm)

- When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).
- Penalty fees will have to be charged (except in exceptional circumstances) £2.50 per 15 minutes (or part of).

Over 15 minutes late (after 6pm)

- If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late (after 6pm)

- If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of two of the Club's staff, on the Club's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the Club's premises, a note will be left on the door of the Club informing the child's parent or carer where the child has been taken (eg into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.

Price & Session Information

	Time	Cost per child
Mornings	7.30am until 8.40am (Including Breakfast)	£6.00
Afternoons	3.10pm until 6pm (Including Snack)	£10.00

Penalty fees will be charged at £2.50 per 15 minutes (or part of) if not collected by 6pm.

The cost per session will be reviewed in March each year and any changes will come into effect from April each year.

Booking & Cancellation Terms

I agree to the following terms regarding cancellations:

- Once sessions are booked, they cannot be cancelled without charge, or be swapped for another session on a different day.
- Sessions will only be cancelled without charge, if a child is attending another chargeable club by the school (this is to avoid a parent paying the school twice) or an event/competition organised by the school, which is off site and results in the child not being at school at the end of the school day.
- All booked sessions, even if the child does not attend due to illness or holidays will be charged for.
- I will notify School if I am collecting my child at the end of the school day (3.10pm) on a day that he/she is booked to attend the After School Club and that this session will still be charged for.