



## **Daven Primary School TERMS AND CONDITIONS**

- I consent for my child to attend the before and after school club operated by Daven Primary School. I understand that the club follows Daven Primary School's policies and procedures which are available for my reference at any time, and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them all.
- I understand that the before and after school club is a play setting and that whilst my child is in attendance, Daven Primary School is legally responsible for him/her.
- My child will be provided with breakfast/Tea and/or a snack and drink whilst attending the club and I will ensure that any dietary requirements or allergies are formally communicated to the staff prior to attendance.
- Once my child is in the care of the before and after school club, they will remain as such until they are taken to class after the breakfast club and/or signed out and collected from the after school club by a named adult.
- I will book my child into sessions on a termly basis and pay promptly upon receipt of each invoice issued by Daven Primary School, even if my child has not attended pre-booked sessions due to illness, school activities or holidays.
- I understand that should I wish to cancel any contract sessions I will inform Daven Primary School in writing providing a notice period of 4 weeks- this is to include any school trips, residential or school activities. The four week notice period will begin on the first Monday after the notice has been given.
- I understand that if I wish to cancel a booking's session that without a week's notice in writing, I will be charged for the session. This will include absences for sickness, school activities, trips and residential.
- I understand that fees are payable monthly in advance of the sessions taking place and that late payment will incur a £10.00 late payment fee. Invoices will be sent out on the first of each month.
- I understand that frequent late payment may result in my child's place at Daven Primary School's before and after school club being withdrawn.
- I understand that if my account is still in arrears 28 days after an invoice has been issued, my child's place at the before and after school club may be withdrawn.
- It is my responsibility to ensure Daven Primary School is kept informed and up to date of any alterations to information provided regarding my child, i.e. contact details, medical conditions etc.

- I accept that my child may take part in messy activities while attending the before and after school club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- I will make sure that Daven Primary School are kept up to date regarding my consent to my son/daughters Photograph and Website consent, as I am aware that the before and after school clubs will be using this information.
- I understand that the before and after school club closes at 6.00pm. If, due to unforeseen circumstances I am going to be late I will contact the Manager directly as soon as possible on **01260 228088 Option 3**  
I understand that should I not collect my child by 6.00pm that I will have to pay a late collection fee as set out in the information for parents' booklet.
- If I do not collect my child by 6.30pm and the club has been unable to reach either myself or any of my emergency contacts, I understand that Daven Primary School will follow their safeguarding procedure and contact Social Services or the police.
- All items which are brought along to Daven Primary School need to be clearly named. Whilst Daven Primary School tries to ensure the safety and security of items, I understand that they cannot be held responsible for loss or damage to my child's property.
- I have read the school's Behaviour Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club. I also understand that I will still be invoiced for the missed sessions.
- Should there be any incidents or accidents at the before and after school club involving my child, I understand that I will be informed.
- If my child has an accident at the before and 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 requires urgent medical treatment and I am unavailable, a member of staff from Daven Primary School has permission to sign any consent forms necessary for treatment on my behalf as stated on the Medical Form.
- Information held by the before and after school club within Daven Primary School will be treated as confidential. However, in certain circumstances such as in respect of child protection concerns, I understand that Daven Primary School has a legal duty to disclose certain information on to third parties including the Police, Social Care and health care professionals.
- I understand that it is my responsibility to check that sessions are booked correctly at the time of booking.

I have read and understood all of the above and agree to abide by all points at all times.