



## Grove Vale Before and After School Club

### Parent/Club Contract

- I consent for my child to attend Grove Vale Breakfast Club/Grove Vale After School Club. I understand that the club follows the school's policies and procedures and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.  
<https://grovevale.co.uk/parents/school-policies>
- I understand that hurtful or aggressive behaviour will not be tolerated and if my child is involved in hurtful or aggressive behaviour towards another child, my child's place may be cancelled. This will be dealt and managed by the Club Co-ordinator, Head teacher and Grove Vale Primary School Governors.
- My child will be provided with a snack and a drink whilst at the club unless otherwise requested.
- Once my child arrives at Grove Vale Before and After School Club he/she will be in the care of the staff until collected by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is to attend the club. I understand that I will still be charged for the session in this instance.
- I will pay for before and after school club sessions that are booked regardless of whether my child attends or not (due to illness/holidays taken during term time).
- Parents are required to pay for before and after school club spaces in advance by making a payment to their child's account on the Parent Pay system. This requirement also relates to payments made via the childcare tax credits scheme or equivalent. Advance payments should be made for upcoming weeks, months and/or terms.
- I understand that if my account falls into arrears, my child's place will be cancelled. I understand that this place will not be reinstated until all outstanding fees are paid in full, as per our debt management policy.
- If my child is off school due to exceptional circumstances, the charging of these sessions will be at the discretion of the manager.
- If I require additional days for my child, I understand that to join the waiting list, all my payments must be up to date.
- If I decide to withdraw my child, from the Club, I understand that I must speak to the Club Co-ordinator and will make sure that fees are settled in full. If withdrawn spaces are required at a later date, then you maybe asked to join the club waiting list as spaces would have been allocated out to someone else.



- It is my responsibility to keep the manager informed of any alterations to the information regarding my child (contact details/medical information etc).
- Grove Vale After School Club closes at 6:00pm. If due to unforeseen circumstances, I am going to be late, I will contact the manager as soon as possible.
- **If I do not collect my child by 6:00pm I will pay a late charge of £1.00 per minute** to cover the costs of the staff who are legally required to supervise my child and the keyholders time to stay and lock the school.
- I understand that if I am late to collect my child on five occasions within a half term, my child's place will be cancelled.
- If I do not collect my child by 6:20pm, and the club has been unable to reach me or any of the emergency contacts, I understand that the club will follow the policies that are set out by the school and Social Services will be contacted.
- Whilst Grove Vale Before and After School Club try 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.
- If there are any accidents or incidents at the club involving my child, I will be informed either verbally or will receive a note. If my child has an accident, he/she will be treated by a qualified first aider.
- If my child needs urgent medical treatment and I am unavailable, a member of staff from Grove Vale Before and After School Club will sign any consent forms necessary for treatment on my behalf.
- Information held by Grove Vale Before and 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 the school car park / driveway is not to be used for parking or turning around.
- I understand that the Club's may have to cancel the provision on certain special events being held at the school
- I understand that Acts of Violence, Physical Aggression, Threats and Verbal Abuse including those made through social media channels are unacceptable. The club staff strive to treat visitors with due care, courtesy and respect. Our staff expect the public to show the same courtesy and respect. IN THE EVENT OF SUCH INCIDENTS ACTION WILL BE TAKEN BY SANDWELL MBC AND IF APPROPRIATE BY THE POLICE AND LEGAL ACTION WILL BE PURSUED