



Hallam Primary School After School Club

Parent/Carer's Contract

Parent/Carer Name:

Child/Children's Name:.....

- I understand that Hallam Primary School After School Club is a play care facility and that whilst my child attends he/she will be given stimulating and challenging play opportunities in a safe environment where staff are legally responsible for him/her until I or an authorised person collects them.
- Unless I request otherwise my child will be provided with a tea-time snack and drink.
- Once my child is signed in at Hallam Primary School After School Club, he/she will be in their care until collected and signed out by the person/s named on my child's registration form.
- I will inform the school office by 3:00pm the day before if my child is not attending a booked session and inform Hallam Primary School After School Club if I am collecting my child from school on a day that he/she is booked in to the club is going elsewhere.
- I will book into the club each term and until I pay for booked sessions I understand that my booking will not be confirmed. I will inform the manager of my preferred payment option and promptly pay for the booked sessions which include sessions my child does not attend.
- It is my responsibility to keep the manager informed of any changes to the personal and medical information regarding my child.
- I accept that whilst at Hallam Primary School After School Club my child may get involved in messy activities. We provide aprons for these activities but do not take responsibility if your child is not willing to wear an apron. Hallam Primary School After School Club accepts no liability for damage to clothing whilst in our care under any circumstances.
- Hallam Primary School After School Club closes at 6:15pm Monday to Friday and I agree I will contact the Manager if for any reason I am going to be late. I agree to pay any late collection charges due. (£5 up to and including the first 5 minutes, £10 up to and including 10th minutes £15, 15 minutes etc.) if parents are persistently late to pick up their child from after school club they may risk losing their place

- If my child remains after 6:45pm and Hallam Primary School After School Club are unable to contact any of the register contacts I have provided. Hallam Primary School After School Club are legally required to contact Safeguarding Children Services (Social Services)
- Hallam Primary School After School Club are not responsible for the safety and security of personal items. Under the e-safety policy I understand that my child will not be permitted to use his/her mobile phone during sessions and that staff will safely deposit phones in a secure place returning them at the end of the session.
- Should there be any incidents or accidents involving my child I will be informed of the situation. All accidents are treated by a qualified first aider. If there is a situation where my child needs urgent medical treatment and I am uncontactable a member of staff from Hallam Primary School After School Club may sign any consent forms necessary for treatment on my behalf using the consent from my registration form.
- Any information and details regarding my child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other appropriate and authorised agencies. For example (but not only) Police, Social Services and Health Care Professionals.
- I understand that all children, parents or carers and all members of Hallam Primary School After School Club staff should be treated with proper respect and that behaving in a violent or abusive manner is unacceptable.
- I understand Hallam Primary School After School Club will adopt the policies of Hallam Primary School with regards to Behaviour and Exclusions and have agreed to the terms. If it becomes necessary to exclude my child I understand that it is my responsibility to pay for any pre-booked sessions.
- I understand that, under the provisions of data protection legislation, Hallam Primary School After School Club is not allowed to pass on any information to another party without my written consent.
- I understand that I am bound by the same rules of confidentiality and agree not to share information of a sensitive nature.
- I understand that it is not permitted under e-safety regulations for me to use my mobile phone whilst on Hallam Primary School After School Club premises.

I have read the above terms and conditions and I agree to abide by them.

Signature:.....

Relationship to Child:.....



Hallam Primary School After School Club

Notification of Termination of Contract

Name of Parent:.....Name of Child:.....

I am informing Hallam Primary School After School Club of my intention to give
4 weeks notice from (Date)

All relevant information about my child should be sent to:

Name:

Provision: (club, school, child minder etc.)

Address:.....

.....

Post Code.....

Contact details.....tel no.

I agree to pay any outstanding fees, which have been calculated and forwarded on to me prior to my child's last session.

I understand that my child's registration details will be taken out of Hallam Primary School After School Club records archived for 3 years after my child has left.