

VAUGHAN PRIMARY SCHOOL

Parent/Carer's After School Club Contract

Child(ren)'s name

Parent or carer's name

- I consent for my child(ren) to attend Vaughan After School Club. I understand that the club has policies and procedures (which are available for reference at the club), 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.
- I understand that Vaughan After School Club is a play setting and that whilst my child is there Vaughan After School Club is legally responsible for him/her.
- I understand that Vaughan After School Club will provide suitable food/drink for my child(ren) which meets the nutritional requirements of the school food standards and that it is my responsibility to make the club aware of any allergies or intolerances upon admission.
- Once my child arrives at Vaughan After School Club he/she will be in the care of Vaughan After School Club until collected and signed out 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 booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the Business Manager.
- I have an obligation to provide one month's written notice to the Business Manager should I wish to withdraw my child(ren) from the After School Club provision.
- It is my responsibility to keep the Club Supervisor 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 while at Vaughan After School Club. Whilst protective aprons etc will be provided, I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- The Vaughan After School Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Club Supervisor as soon as possible via the After School Club mobile on 07821 373947.
- If I do not collect my child by 6.00pm I will pay a late penalty charge of £5 per 15 minutes to cover the staffing costs associated with the supervision of my child until my arrival.
- 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 the Vaughan After School Club will follow its **Collection of Children Policy** and contact Children's Services.

- Whilst the Vaughan 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.
- I have read the school's **Positive Behaviour Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to follow the steps set out in the Behaviour Management Policy which can ultimately result in my child being excluded from the club, and I will pay for any missed sessions unless otherwise agreed with the Business Manager.
- The Vaughan After School Club sees communication with parents as very important so if there are any accidents or incidents at Vaughan After School Club involving my child, I will be informed.
- If my child has an accident at the 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 and I am unavailable, a member of staff from the Vaughan After School Club will remain with my child(ren) until my arrival as per the **Supporting Children with Medical Needs/Conditions Policy**.
- Information held by the Vaughan 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, Children's Services and health care professionals.

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

Signature:

Date:

Please keep a copy for yourself and return a copy to:

Mrs Kirsten Beaven (Business Manager)
 Vaughan Primary School
 The Gardens
 West Harrow
 HA1 4EL.