

West End After School Care

Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend West End After School Care. 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 West End After School Care is a play setting and that whilst my child is there West End After School Care is legally responsible for him/her.
- My child will be provided with a snack, drink and dinner whilst at the club unless otherwise requested.
- Once my child arrives at West End After School Care he/she will be in the care of West End After School Care 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 manager.
- It is my responsibility to keep the club manager 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 and or outdoor activities while at West End After School Care. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- West End After School Care closes at 8.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 8.00pm I will pay a charge of £10 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 8.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that West End After School Care will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst West End After School Care 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 have read the club's **Behaviour Management Policy** and agree to its terms and appreciate 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 West End After School Care 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 West End After School Care will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by West End After School Care 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.
- I agree that I will not use a camera, mobile phone or other mobile device on club premises.

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

Signature: _____

Date: _____