

**Out of School Club/Breakfast Club**

**Contract with parents**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or carer’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I consent for my child to attend Out of School/Breakfast Club. I understand that the Club follows school policies and procedures (which are available for reference), and that there are expectations and obligations relating both to the Club and to myself and my child, I agree to abide by them.
* I understand that Out of School Club/Breakfast Club is a play setting and that whilst my child is there Out of School Club/Breakfast Club is legally responsible for him/her.
* My child will be provided with a snack and drink whilst at the Club unless otherwise requested.
* Once my child arrives at Out of School Club/Breakfast Club he/she will be in the care of Out of School Club/Breakfast Club until collected and signed out by an authorized 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 weekly basis and will pay for all booked sessions whether my child attends or not (e.g. due to illness or holidays).
* No child will be admitted to Out of School Club/Breakfast Club unless they are booked in advance via the booking system.
* It is my responsibility to keep school informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
* I accept that my child make take part in messy activities while at Out of School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
* Out of School Club closes at 5.30pm. If you are running late you must make alternative arrangements for your child’s collection and inform Out of School Club.
* If I have booked for my child to attend until 5.30pm and do not collect my child by 5.30pm, I will pay a charge of £5 per 15 minutes to cover the costs of the staff who are legally required to supervise my child.
* If I have booked for my child to attend until 4.30pm and do not collect my child by 4.30pm, I will pay a charge of £5 per 15 minutes to cover the costs of the staff who are legally required to supervise my child.
* If I do not collect my child by 5.55pm and the club has been unable to reach me or any of my emergency contacts, I understand that Out of School Club will follow its Uncollected Children Policy and contact Social Care.
* If you are persistently late when collecting your child will be excluded from attending the Club in future.
* Whilst Out of School Club tries to ensure the safety of items, I understand that it cannot be held responsible for loss or damage to my child’s property whilst at Out of School Club/Breakfast Club.
* I understand the Club will follow the school Behaviour Management Policy and appreciate that in extreme circumstances it may be necessary to exclude my child from the Club.
* If there are any accidents or incidents at Out of School Club/Breakfast 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 Out of School Club/Breakfast Club will sign any consent forms necessary for treatment on my behalf, as stated on the Club’s medical form.
* Information held by Out of School Club/Breakfast 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 professionals.
* I understand that aggressive and abusive behavior towards staff will not be tolerated.
* I agree that my child and I will not use a camera, mobile phone or other mobile device on the Club premises.
* I understand that the price of Out of School Club is reviewed termly, to ensure the provision is economically viable.
* I understand that when collecting children, parents must walk onto site via the pedestrian gate. No cars are allowed on site.