

# School's Out Club

## Contract

This contract has been devised in conjunction with the proprietor Amanda Hudson and the Management Team who have the responsibility for the daily implementation of all the procedures. This contract is also in line with recommendation form Derbyshire County Council for Early Years.

IT IS AGREED BETWEEN BOTH PARTIES THAT:

### 1. Child Protection

Parents/ carers must notify staff of any injury sustained by their child outside the club in order to establish the injury did not occur whilst in our care. In turn staff will provide information on any accidents or injuries which may have been sustained whilst in our care. We are obliged to inform Social Care of any child protection or Safe Guarding Children concerns about the children in our care.

Your child will not be permitted to leave the club with anyone other than yourselves without prior arrangement. In the case of an emergency you should contact the club with details and perhaps give a password. By registering with schools out club for breakfast & after school club you consent to staff at the club escorting children to and from school

### 2. Breakfast & After School Club Fees

When your child is offered a place, you are required to pay one months fees in advance of your child's first day with us. After this, fees are due in the first week of every following month. Failing this all fees will be due by the last day of the calendar month. Your child's place will be terminated if the fees are not paid within the set month the invoice is given.

### 3. Holiday Club Fees

Fees must be paid in advance or on the child's first day.

### 4. Failure to pay fees on time

If fees are not cleared by the end of the month a £10 Late Payment fee will be added to your child's account in order to cover our administration fees. A further £10 will be added each week until the debt has been cleared for the previous month. Failure to settle debts will result in court action where you will be liable for all costs.

## 5. Holidays & Absences

Parents are expected to pay in full for any absences and expected to pay for any sessions that are booked.

The normal rate of your child's session will still be applied if we are open on inset day to cover costs of opening on that day and to give priority for a place on inset day. If a place is required then holiday club day fees will apply.

There will be no charge for bank holidays.

It is vital that you let us know if your child is unable to attend any sessions booked, during school holidays and before & after school club.

## 6. Sickness

We have the right to exclude your child if your child is unwell or suffering from any contagious diseases. If your child falls ill during the session we would appreciate your co-operation in collecting your child promptly.

24 hours is the compulsory duration in which we cannot accept children into our setting if they have suffered from sickness, diarrhoea, conjunctivitis or any other highly contagious illness.

We also reserve the right to summon whatever medical attention thought necessary in an emergency or case of severe illness.

## 7. Lateness

There will be a charge for lateness of £5 per fifteen minutes late.

## 8. Change of Details

It is very important that you let staff know if you have any changes of address, telephone numbers (including mobiles) , doctors, email address etc.

## 9. Cancellations

If you wish to terminate your child's place for breakfast or after school club one months notice is required. All holiday club booking must be paid for including trips due to pre booking and paying.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_