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**Little Deanies & Dean Gibson School
Breakfast / After School Club Agreement**

I …………………………………………[PRINT NAME] parent/carer of ………………………………………….. have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 8am – 8.55am for breakfast club and 3.30pm – 6.00pm (5pm on a Friday) for after school club. Sessions are booked on a first come, first served basis and paid for in advance.

● I accept that I am the ‘contracting parent’ for the above child and agree to make payments in advance via the online booking system through Eduspot. I understand that I will lose my place if my account is in arrears.

● I understand I can change or cancel sessions up to 1 week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.

● I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.

● I understand that a fee will be applied for late collection from 6:05pm (Monday-Thursday) 5:05pm (Friday) at a rate of £5 per child plus £5 every 15 minutes, and will be payable immediately.

● I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.

● I will phone 07340 962817 for the after school club for any information and I’ve added this number to my contacts.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. I understand that the club will not release your child to anyone else.

Name Relationship to the child

Parent Signature ………………………………… Date ……………………………………

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Rules

1. I will play nicely with everyone.
2. I will be polite and kind to everyone.
3. I will use nice and polite language.
4. I will respect the environment, equipment, toys, animals and other people’s belongings.
5. I will be responsible for my own belongings.
6. I will respect those looking after me and follow instructions or directions from the staff.
7. I will keep my hands and feet to myself.
8. I will look after the toys and equipment and tidy them away when asked.
9. I will share and take turns with the toys and equipment.

 We ask parents to go over these rules with their children, then sign and have each child sign that they agree to abide by these rules

The staff will affirm the children when their behaviour has been positive and thank the children when they have displayed a good attitude. When undesirable behaviour occurs the following procedure will happen:

1. The staff member will remind the child of the behaviour expected.
2. If further action is necessary, the child will be asked to move into another area/room in order to partake in other activities.
3. If the child’s behaviour is not improving then the after school staff will talk to the parents at pick up time.
4. If after intervention by the parent the child’s behaviour does not improve the child will be excluded for a week in the first instance.
5. The terms and conditions state that ‘no notice’ will be given when the staff believe the only course of action left is to cancel the contract between themselves and the child’s family; resulting in permanent exclusion of the child.

Name of child: Signed:

 Name of parent: Signed:

Date: