



# Owls' After School Club 2024/25

## Contract with Parents

Registration Number 140445



Child's name \_\_\_\_\_

Parent/carer's name \_\_\_\_\_

- I consent for my child to attend Owls' After School Club. I understand that the club has policies and procedures 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 the current fees are £8.00 for the full session (3.15-6pm) and £5.00 for the first session (3.15-4.45pm).
- I understand that Owls' After School Club is a play setting and that whilst my child is there the 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 Owls' After School Club he/she will be in the care of the club until collected and signed out by an authorised person.
- I will notify the club by 1pm by Wednesday for the following week if I am collecting my child from school on a day that he/she is booked to attend the club. If I inform the club after this time, or do not inform them, I understand that I will be charged for the booked session.
- I will book my child into the club and will pay promptly for all booked sessions whether my child attends or not (eg due to illness), unless I have made other arrangements with the Bursar.
- It is my responsibility to keep the school office informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- Owls' After School Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the staff as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £2.50 per five minutes to cover the costs of the staff who are legally required to supervise my child.
- 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 Owls' After School Club will follow its **Uncollected Children Policy** and contact Children's Services.
- Whilst Owls' 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 whilst at the club.
- If there are any accidents or incidents at Owls' 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 Owls' After School Club will sign any consent forms necessary for treatment on my behalf, as stated on the Parental Consent form.
- Information held by Owls' 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, Social Care and health care professionals.

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

I would like my child to attend Owls' After School Club on the sessions indicated below (please tick). This arrangement will continue until I inform the school office otherwise.

	Monday	Tuesday	Wednesday	Thursday	Friday
3.15-4.45pm					
4.45-6pm					

Signed ..... Date .....