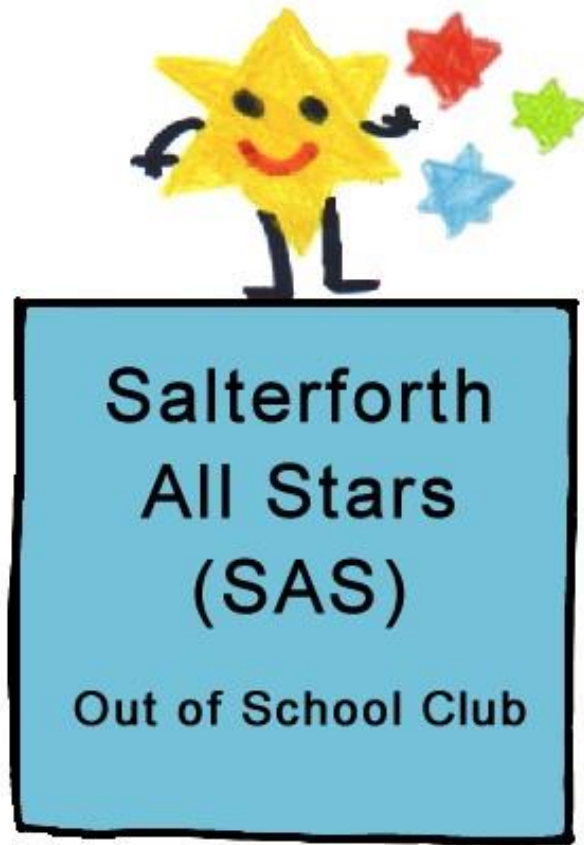


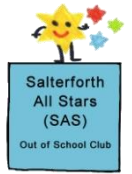


Parent/Carer & Club Agreement

Terms and Conditions & Contract



Terms and Conditions for the Admission to and Use of Salterforth All Stars (Out Of School Club)



The following conditions form the basis of your membership of the Out of School Club. Failure to comply with these rules may mean you forfeit your membership:

ADMISSION

Any pupil of Salterforth Primary School is eligible to use our Salterforth All Stars out of school club provision.

Breakfast Club runs from 7.30am-8.45am and After School Club runs from 3.30-6.00pm. We expect children to be collected promptly and any late collections may be subject to a late collection fee. If a child is not collected and we have not heard from you and are unable to contact you, or one of your nominated contacts, then our policy is to contact the police and Children's Social Care. Persistent lateness to collect will result in forfeiture of membership.

A non-refundable £5.00 registration fee, to cover administration costs, is payable upon submission of your initial registration form via Parentpay.

Parents / carers must drop off and / or collect children from the SAS entrance and must sign children in or out on the Salterforth All Stars register. Children must not be dropped off and allowed to walk to the door alone.

Parents will always be contacted should a child booked into the After School Club not arrive. Therefore, please let a member of staff know if your child will be going home instead.

BEHAVIOUR POLICY

Children attending The Club are expected to follow the school behaviour policy that has been adopted by the Club. If a member of club consistently refuses to follow rules and poses challenging behaviour that impacts on the health and safety of the other children or the efficient running of the sessions, then the management of the Club reserve the right to refuse further use of the provision. Reasonable adjustments will be made for children with Special Educational Needs and Disabilities but the expectations of adherence to the behaviour policy remain.

BOOKING AND CANCELLATIONS

All weekly bookings are to be made through the online booking form which is issued electronically each Monday via Class Dojo. The form closes on the Thursday of each week at 12 noon. If you require additional bookings after the form has closed, please contact the office via Class Dojo or telephone on 01282 812223. In order for the Club to remain financially viable, we require payment to be made in advance via Parentpay. Booking will not be prevented if payment has not been made in advance, however, school reserve the right to prevent further attendance until any arrears have been paid.

Last minute bookings will be accepted in exceptional circumstances and in cases where parents are struggling to collect their child from school on time as long as there are spaces available. We will also accept late bookings when school clubs have been unavoidably cancelled.

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You must inform us if your child is taking part in a school activity after school. If attending school activities, payment must be made for the full session, as our staff are on site from the end of the school day to take responsibility for your child.

If your child attends a school activity which is subsequently cancelled, SAS cannot be held responsible for the collection of your child if he/she is not booked into the Club for that afternoon. We cannot guarantee that we will have enough spaces to accept any extra children but will always do our best to accommodate in these circumstances.

Please do not arrive before the advertised start time. Staff need time to prepare the room safely before Club starts and are not authorised to receive your child any earlier than 7:30am. In all cases, parents remain fully responsible for their child until they have been signed in on the Salterforth All Stars register.

Parents will be charged for all sessions booked unless cancellation has been made more than 24 hours in advance. Cancellations can be made via Class Dojo message or telephone 01282 812223.

If your child is sick and absent from school, there will be a charge for the first day. Subsequent days will not be charged for providing you notify the school each day and specifically state that the place is not required.

If you do need to contact us and we are not available to speak to you in person, please do leave a message on the answer machine and it will be picked up by the office staff when they start work.

PAYMENT

Breakfast club	£3.50
After School club	£7.50

Payment can be made via childcare vouchers – please contact Mrs Robinson in the school office if you would like to set this up. Login details and passwords for ParentPay are issued by the school office.

A late collection fee of £5.00 per quarter of an hour will be applied in all cases. The club management have the discretion to waive the fee in exceptional circumstances providing that this is not a regular occurrence and that prior notification has been made.

Should payment in advance not be made, the school will contact parents/carers to arrange payment as soon as possible. The school have a moral obligation not to allow parental debts to accrue. The school reserve the right to prevent further attendance until payments are up to date. Should payment of any arrears not be made the school may need to pass this on to Lancashire County Council debt recovery department for collection.

FIRST AID / MEDICAL CONDITIONS / PERSONAL CARE

At least one member of Club staff each shift will be first aid trained and will offer initial first aid in the event of any illness or accidents. Club staff will then contact parents should this be deemed necessary. Any accidents will be recorded on an accident slip – a copy of which will be provided to the parent/carer on collection. In case of an emergency, Club staff will first contact the emergency services and then make every attempt to contact Parents/Carers or one of your nominated representatives. In the absence of contact being possible, Club staff may sign any consent forms necessary for treatment of my child.

Terms and Conditions for the Admission to and Use of Salterforth All Stars (Out Of School Club)

The Club staff will be provided with details of any medical conditions and allergies as provided by parents/carers on registration. Club staff are able to administer or supervise the administration of asthma inhalers but are not able to administer other medications.

Club staff are not expected to provide personal care for children. Should your child have a toileting accident whilst at club, a member of Club staff will contact you immediately and you will be asked to collect your child. Wetting accidents may be resolved without a call home only if your child is able to change their own clothes independently and if they have clean clothes and underwear in school. All soiling accidents will require your child to be collected in all circumstances.

Terms and Conditions for the Admission to and Use of Salterforth All Stars (Out Of School Club)

PARENT/CARER AGREEMENT

NAME OF CHILD: _____

- I agree to pay a non-refundable registration fee of £5.00.
- I understand that Salterforth All Stars is a playcare and out of school hours learning facility and that the Club is legally responsible for him/her whilst they are in attendance.
- I understand that my child will be provided with a snack and drink whilst at the club unless otherwise requested.
- My child will be given a variety of play opportunities in a fun and safe environment.
- I will inform the school if my child is booked into the club but will not be attending the club for that day.
- I will pay for booked sessions in advance and understand that I will not be credited or refunded should my child not subsequently attend.
- I understand that I must give 24 hours' notice to cancel any sessions that I have booked and no longer need. I understand that I will be charged for any sessions where less than 24 hours' notice of cancellation is provided.
- It is my responsibility to keep the Club staff and school informed of any changes to the personal details of my child(ren) including SEND needs, medical and allergy information.
- The club closes at 6.00pm. If for any unforeseen circumstances I am going to be late, I will contact the Club on the number indicated (01282 812223 Option 2).
- If my child is not collected by the agreed time (6.00pm) I will pay a charge of £5.00 per quarter of an hour for this service.
- I understand that the club will try to ensure the safety and security of items but cannot be held responsible or anything lost or stolen.
- I understand that I must notify After School Club staff, if my child is going home instead of attending a booked session.
- I have read and agree to the Terms and Conditions of the use of the Club. I appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.
- Should there be any incidents at the club involving my child, I understand that I will be informed either via telephone call or on collection of my child.
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, **the member of staff from the club may sign any consent forms necessary for treatment on my behalf.**
- Any information and details regarding my child will be treated as confidential
- I understand that my child will only be released to a parent / carer or other trusted adult with prior notice. My child will not be released to any person under the age of 18.

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

Signed: _____ (Parent / carer)

Name: _____ Date: _____

Relationship to child: _____