



**St Peter's  
Out of School Club**

**Parent/Carer's Contract**

Child's Name: \_\_\_\_\_

Parent/Carer's Name: \_\_\_\_\_

- ❖ I consent for my child to attend St Peter's Out of School Club. I understand that the club has policies and procedures and that there are expectations and obligations relating to the club, my child and myself. I agree to abide by them.
- ❖ I understand that St Peter's Out of School Club is a play care facility and that whilst my child is there, Out of School Club is legally responsible for him/her.
- ❖ My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- ❖ My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- ❖ If my child attends breakfast club they are in the care of St Peter's Out of School Club from the time they are delivered until they are in the school classroom.
- ❖ Once my child is collected from school he/she will be in the care of St Peter's Out of School Club until collected and signed out by a 'Named' responsible adult.
- ❖ I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked into the club.
- ❖ I will book into the club on a weekly basis and will pay promptly for sessions even when my child does not attend, unless other arrangements have been made with the manager.
- ❖ It is my responsibility to keep the club manager informed of any alterations to the information regarding my child.
- ❖ I accept that whilst at St Peter's Out of School Club my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this.
- ❖ St Peter's Out of School Club closes at 6:00pm and if for any unforeseen circumstances I am going to be late, I will contact the manager/deputy.
- ❖ If my child is not collected by 6:00pm I will pay a charge of £3.00 per quarter of an hour to cover the costs of the two staff that are legally required to stay.
- ❖ If any child remains at 7:00pm, after doing everything possible to contact parents/carers and emergency contacts, then St Peter's Out of School Club will be legally required to contact Social Services.

- ❖ Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
- ❖ I have read the behaviour policy and agree to its terms. 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 St Peter's Out of School Club involving my child, I will be informed of the situation.
- ❖ If my child has an accident, then a qualified first aider will treat him/her 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, a member of staff from St Peter's Out of School Club may sign any consent forms necessary for treatment on my behalf.
- ❖ Any information and details regarding my child will be treated as confidential. However there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies such as Police, Social Care or Health Care Professionals.
- ❖ Where the club has endorsed my claim for Tax Credit, St Peter's Out of School Club is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.
- ❖ I agree to give 24 hours notice of any changes or cancellation of a booking. Failure to do so will result in the session being charged for in full.
- ❖ If I decide to terminate the contract I will give four weeks notice of my intention. If I decide that my child will not attend the club during the notice period I will be charged for the four weeks.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_