



RAVENSDALE JUNIOR SCHOOL

BREAKFAST AND AFTER SCHOOL PARENT/CARER'S CONTRACT

Child's name

Parent/Carer name

- I understand that the Breakfast and After School Clubs have policies and procedures (which are available on the school website) and that there are expectations and obligations relating both to the club, my child and myself. I agree to abide by them.
- My child will be provided with a healthy snack and drinks whilst at the club unless otherwise requested.
- I will ensure that details regarding my child (eg contact details and medical conditions) will be up-to-date.
- I confirm that I have read the Behaviour Management Policy and agree to its terms.
- I understand that if I am not collecting my child I will provide the name of the authorised person (16 years and over).
- My child is in the care of After School Club until signed out by an authorised person.
- My child must be signed in by an authorized person at Breakfast Club
- I will notify the club before the start of a session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will complete a booking form on a monthly basis (available on the website) and submit by the requested date to the school office or by email at admin@ravensdalej.derby.sch.uk. I will ensure payment is made on time for all booked sessions whether my child attends or not (eg due to illness or other activities) by the date stated on the booking form.
- I agree that if I do not pay within the payment terms I will be liable for a late payment charge of £10.00 per day until the full amount of the invoice has been received.
- The After School Club closes at 6.00pm. If due to unforeseen circumstances I am going to be late I will contact the supervisor immediately on the telephone number provided.

- If my child is not collected by a nominated adult by 6.00pm I will pay a charge of £10 for each additional ten minutes to cover the cost of the two staff who are legally required to supervise my child.
- If my child has not been collected by a nominated adult by 6.30pm and the Club has been unable to reach me or any of my emergency contacts, I understand that Social Care will be contacted.
- 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. All incidents will be recorded using the Ravensdale Junior School Protocol.
- All information held by the Breakfast and After School Clubs will be subject to Ravensdale Junior School Data Protection Policy 2018.

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

Full Name:

Signature:

Date:

Please also refer to the following specific Policies on our website

The Safeguarding Policy

Administration of Medicines Policy

SEND Policy