



Parental Agreement

Terms and Conditions

1. Hours of opening	
1.1	We are unable to accept children into the Club before 7.30am. All children and parents must leave the club by 5.00pm
1.2	Parents are requested to be as punctual as possible to the booked time slot.
1.3	Parents will be charged an additional fee of £5.00 for collection after the agreed booked time.
1.4	Under no circumstances will childcare be provided after 5.00pm.
2. Absences	
2.1	Please notify the school asap if your child is expected to be absent for any reason.
3. Sickness	
3.1	If your child is showing signs of illness please keep them at home until they are fit to return. You will NOT be charged for booked sessions if your child is off school with illness.
3.2	Please ensure that you have told us where you can be contacted during the day and the details of your emergency contact should you be unobtainable.
3.3	Medicines will only be administered at the Club if the appropriate administration of medicines form has been completed and signed by a parent/guardian.
3.4	All medicines must be handed directly to a member of staff and will be administered in accordance with school policy.
4. Bookings	
4.1	Booking forms must be completed and returned on a monthly basis.
4.2	Booking forms will need to be returned by the Friday of the penultimate week of the previous month.
4.3	All sessions booked will be charged regardless of attendance. (the only exception will be for sickness)
4.4	Additional sessions can be booked ad hoc but are subject to spaces being available
5. Fees	
5.1	Fees are calculated for each month retrospectively.
5.2	Invoices will be issued on the 1st of EACH MONTH with payment due within 5 working days. (except in July to ensure payments are made before the end of the school year)
5.3	Refunds, due to sickness, will be calculated and applied to each invoice.



High Coniscliffe CE Primary School
 Ulnaby Lane, High Coniscliffe,
 County Durham DL2 2LL
 Tel: 01325 374412
 I can try!

6.Safeguarding	
6.1	If any person other than yourself (parents) are collecting your child you must: <ul style="list-style-type: none"> - inform a member of staff beforehand - ensure that your authorised person brings an agreed form of identification to the club.
6.2	No child will be allowed to leave the Club with any other person unless authorised by you.
7. Policies and Procedures	
7.1	High Coniscliffe Before and After School Club follow all school policies and procedures.
8. Club - Expectation of Behaviour Policy	
8.1	Expectations of behaviour in the Club will be consistent with the general expectations of behaviour in school. However, any sanctions gained during the school day will not transfer to the Club.
8.2	If expectations of behaviour are not met, parents/ carers will be informed.

AGREEMENT

I hereby consent for my child to take up a place at the Club, according to the terms and conditions set out by High Coniscliffe CE Primary School. I understand the expectations and obligations relating to myself and the Club, and agree to abide by them.

I agree to pay fees promptly, within 5 working days, and under understand that failure to do so may result in the withdrawal of the place.

Signed:.....

Date:.....



Company Number 10199461

Registered Office Address: High Coniscliffe CE Primary School, Ulnaby Lane, High Coniscliffe, County Durham DL2 2LL. T: 01325 374412