

Learning to live, living to learn



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Hartlip Endowed Church of England Primary School (Voluntary Aided)

Headteacher: Mrs. Tracey Jerome BEd (Hons)

Shine your light on the world. Matthew 5:16

After School Club at Hartlip Endowed CEP School

PARENT / CARER CONTRACT

Child's name: -----

Parent/ carer's name: -----

- I consent for my child to attend Night Owls at Hartlip Endowed CEP School
- 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 Night Owls' is a play setting
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- I will notify the office before the start of the 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 agree to pay promptly for all booked sessions whether my child attends or not (e.g due to illness or holidays), unless I have made other arrangements with the Headteacher
- Payments are due **at the time of booking**
- I understand that I must stipulate time of collection. This can either be 4.45pm or 5.45pm
- I agree to pay for the charging system as follows:
 - 1) 3.30pm – 4.45pm: £6
 - 2) 3.30pm – 5.45pm: £10
- Payments which remain outstanding after the Monday of the following week care was provided, will incur a late payment charge of £10 per invoice issued
- Persistent late payment may result in the termination of this contract.
- It is my responsibility to keep the club supervisor informed of any alterations to the information regarding my child (e.g contact details, medical conditions, allergies etc).
- I accept that my child may take part in messy activities while at Night Owls
- Night Owls closes at 6:00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the office as soon as possible.
- If I do not collect my child by the agreed booked session time of 4.45pm or 5.45pm, I understand that I will be charged an additional fee of £10 to contribute to staffing costs
- If my child is uncollected beyond 6pm, I understand that I will be charged an additional fee of £20 every 30 minutes to cover the overtime costs of staff..

- 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, or arrange alternative collection arrangements. I understand that Night Owls will follow the non collection Policy of school and contact Social Services.
- I understand that my child can be collected from the main hall door. I will ring the bell to alert the supervisor that I have arrived. The supervisor will expect me at either 4.45pm or 5.45pm. Should I arrive before this time, I understand that I may have to wait until my child is ready.
- I have read the school's Behaviour Policy and agree to its terms and appreciate that in some circumstances it may be necessary for the club to withdraw my child's place.
- If there are any accidents or incidents at Night Owls 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.
- In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.
- I understand that Nights Owls adhere to the new privacy law GDPR, which contains new provisions intended to enhance the protection of children's personal data, in particular, privacy notices and parental consent for online services offered to children.
- Information held by Night Owls 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 Services and health care professionals.

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

Signature: _____

Date: _____