

Oldswinford Before and After School Club

Parent Agreement

Parent/Carer Agreement

The governing body and staff aim to provide the following –

- * A varied programme of activities for your child.
- * A safe, caring and stimulating environment.
- * High quality care at all times
- * Experienced, qualified and committed staff.
- * A commitment to equal opportunities.
- * Safe equipment which meets British Standards.
- * Policies and procedures which meet committee requirements.
- * Be available to discuss the care of your child at a mutually convenient time.

The Management committee, governing body and staff expect from parents/carers the following –

- * A completed agreement form.
- * A completed registration and medication documents which must be kept up to date including any additional requirements your child may have.
- * To become familiar with the schemes policies and working procedures.
- * To collect your child on time. To provide notice of any changes to the collection procedure.
- * To inform the club staff of any absences due to illness or holidays via email: wraparound@oldswinford.dudley.sch.uk or via text message to the club mobile phone:
- * To make prompt payment for booked sessions via the Parentmail account or childcare vouchers.
- * To sign your child in and out of the premises.
- * Be available to discuss the care of your child at a mutually convenient time.

Terms and conditions

Fees

Fees are payable at the time of booking or in the case of childcare vouchers being used by the first of each month.

Sickness/Holidays

Each child will be given a holiday/sickness entitlement worked out on a pro rata basis. During which time no fees will be collected. Any extra absences after this entitlement will be charged at our full rate. (see table below for details)

AttendanceEntitlement

5 days 10 days

4 days 8 days

3 days 6 days

2 days 4 days

1 day 2 days

The entitlement is per year.

One month's notice will be given of any proposed variation to our fee structure. A non-payment will result in your child's place being terminated.

Commencement of contract

The first working day a place is booked within the club.

Termination

Notice to terminate this contract and withdraw your child must be given in writing one week in advance of the intended date. If a child's behaviour is or becomes such that the safety and well being of others are threatened, the committee will refer to the sanctions and behaviour policies. This may result in the termination of this contract without given notice.

Insurance

The committee has ensured adequate insurance is in place prior to commencement of the scheme. Insurance certificate will be displayed within the premises.

Sickness

Any infectious disease must be notified to staff as soon as possible. The staff reserve the right to refuse admission to a child who is unwell. Please refer to the sickness policy.

Personal Property

The committee cannot accept responsibility for loss or damage to personal belongings. Please ensure that all belongings are clearly labelled with your child's name.

Emergency contacts

School must be supplied with the name, address and telephone number of at least two people who will act as emergency contacts for your child – this information will be made available to club staff. We will also require a password for every child and their siblings (one password per family) in case a member of staff doesn't recognise the adult collecting them.

Fire precautions

The Senior Leadership Team of the school have ensured all requirements are met in regard to fire precautions, and are regularly reviewed.

Fire drills are held on a termly basis and written records kept. The scheme has a no smoking policy.

Collection and delivery

Collection of children must be by a named person specifically authorised on the school's management information system or as an emergency, prior notice is to be given by parent/carer to the change in this procedure. Security measures will be in place to ensure collection by another person is correct eg: password system.

Complaints/concerns

The committee sincerely hope that you will experience no difficulties, but if they occur, the committee are anxious to ensure they are resolved as soon as possible. Please refer to our complaints procedure.

Statutory public holidays

When a statutory holiday falls on a contracted day of care, the scheme will not be available. When the school is closed due to teacher training days or voting days the scheme will not be available.

Contracted days and times of care

The scheme is available during the following times:

Mon – Fri: 7.45 a.m. – 8.45 a.m.

3.15 p.m. – 6.00 p.m. term time only

Your contracted rate of fees are:

Before : £5.25

After: £10.50