

# AFTER SCHOOL CLUB PERMANENT CONTRACT

## PUPIL DETAILS:

NAME:	CLASS:
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## MAIN PARENT/CARER:

NAME:	NUMBER:
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SECOND CONTACT NAME:		NUMBER:	
EMERGENCY CONTACT NAME:		NUMBER:	

## AFTER SCHOOL CLUB

The George Tomlinson Primary School After School Club (ASC) is open to all children who attend George Tomlinson Primary School. It is open daily from 3.15pm until 6pm during term time only.

The aim of the ASC is to provide high quality out-of-school care for children within the school community.

It achieves this by:

- Providing a caring environment for children at the end of the school day
- Providing a range of stimulating and creative activities in a safe environment.
- Promoting healthy eating and wellbeing
- Being accessible to all
- Ensuring the safety of all children
- Providing robust systems that make the club easy to use.

## MEMBERSHIP CONTRACT

Once signed this contract identifies the child identified above as a member of the George Tomlinson Primary School After School Club. By signing, the parents and carers agree to abide by the expectations of the club as outlined below. Only members of the club may attend the club.

All Parents are expected to:

1. Treat club staff, visitors and children with respect at all times.
2. Discuss with the club any concerns I may have about the welfare of my child within the club.
3. Support and reinforce the expectation that my child will follow the After School Club Code of Contact.

## JOINING THE CLUB

I understand that:

- Parents are required to sign an agreement to adhere to the After School Club Policy.
- A registration form must be completed for each child attending the club. This form is confidential.
- Re-enrolment is required at the end of the summer term.
- Contracts will be issued annually and a signed agreement must be in place to clear any outstanding school debt before a new contract is signed.

**I agree to:**

1. Complete a registration form for each child attending the club.

**BOOKING PLACES FOR CHILDREN****I understand that:**

- Bookings are to be made at the school office (not with club staff).
- A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis.
- Statements of account can be accessed via Parent Pay.
- If I am experiencing difficulty with payment of their fees I will contact the school office as soon as is possible.
- Non-payment (if an account falls more than £30 in arrears) will result in my place being terminated. In this case the parent will be contacted and informed that they must make arrangements to have their child collected at the end of the school day.
- Any outstanding debts will be dealt with in accordance with the GTPS Debts Policy
- Parents whose children are in school but who wish to remove them before attending the club must inform the school office before 2pm. I will still be liable to pay for this place.
- Four weeks' notice must be given in order to make changes to your booking or to resign your child's place

**I agree to:**

1. Use a booking form for all bookings
2. Make payments via 'Parent Pay'
3. Ensure that I keep my account up to date

**Within the club****I understand that:**

- Children enjoy a range of age appropriate indoor and outdoor activities that promote child development through play
- Activities include a full range of creative, social, interactive and athletic activities that cater for all ages and tastes and include a balance of indoor and outdoor activities (depending on weather).
- Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported to the parents/carers on collection.
- Healthy food and snacks are provided, however they are not intended to substitute for a main evening meal that the child may receive at home.
- Fruit and fresh drinking water is available to all children at all times. All snacks are prepared on the premises by ASC staff. All food and drink complies with dietary and religious requirements
- All children are expected to behave well and will follow the whole school 'Golden Rules'.
- In the event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn.
- Any incidents of bullying, racism or sexist behaviour will be investigated, recorded and dealt with in accordance with the relevant whole school policies.

**I agree to:**

1. Inform staff of any allergies or special dietary requirements that my child may have
2. Support the ASC in ensuring that my child follows the ASC Code of Conduct

**Collecting children****I understand that:**

- All children should be collected through the Vernon Road playground gate entrance. The gates are closed for safety. Parents should ring the bell and wait to be 'Buzzed in'.
- I should wait in the control area at the entrance to the club. I will be accompanied by a member of staff if I need to enter the club or school
- I will be charged an additional £1.00 for every five minutes I am late.

- If children are not collected at 6pm by the end of club the following procedure will be followed:
  1. Parents will be contacted by telephone.
  2. If there is no reply, Emergency contacts will be contacted.
  3. If contacts are not available after 6.45 Social Services will be informed.

**I agree to:**

1. Pick my child up on time.
2. Remain in the control area by the entrance to the club when collecting my child.
3. Sign out my child on the register.
4. Contact the club on the emergency number, if I am unavoidably delayed.

**5, Complaints Procedure**

- GTPS After School Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Play Leader, Business Manager or Deputy Headteacher.
- Parents concerns will be treated seriously and with discretion and confidentiality
- The GTPS will follow the whole School Complaints Policy. All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be within a month of receipt.
- A full copy of our complaints procedure and policy is available on request

**Related school policies**

1. Safeguarding Policy
2. Health and Safety Policy
3. Behaviour Policy
4. Anti-Bullying Policy
5. Anti-Racism and Discrimination Policy
6. Administration of Medicines Policy
7. School Debt Policy
8. School Complaints Policy
9. Equal Opportunities Policy
10. Non-Collection of Children Policy

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By Agreement – Please sign below:

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PARENT/CARER	GEORGE TOMLINSON
Signed by:	Signed by:
Date:	Date: