



St Mary's Nercwys Voluntary Aided Primary School After School Club

Parent/Club Contract

We at Nercwys Voluntary Aided Primary School After School Club care for the children in our charge and for the feelings and concerns of their parents. We wish to work with you to provide the best quality childcare and play opportunities in a pleasant, caring and learning environment.

We agree that:

- The Club will be open at the following times:
From 3.30pm until 5.30pm every school day afternoon
- All fees will be in accordance with our admissions policy and payable at the end of each week, or beginning of the following week
- Charges during absence will be in accordance with our admissions policy
- Children will be handed over at the end of each session, only to the adult(s) who have been identified on the registration form
- If a child becomes ill whilst attending a session we will inform the named contact and the child will be looked after in a quiet area until collected. The child will be observed for any worsening symptoms. The parent/carer will be notified verbally the same day on collecting the child
- Medicines will only be administered according to our medical policy
- We will try and arrange alternative cover in the case of staff absence
- We will treat all children as individuals and endeavour to meet their specific needs
- We will take account of each child's special dietary needs
- We will provide a relaxed and friendly environment where children are free to choose from a wide range of play opportunities. Any behaviour which is likely to lead to the safety and enjoyment of others being compromised will be dealt with in accordance with our behaviour policy
- We will make sure that all parents/carers are aware of any changes to the Club's policies and procedures.
- We will act on any complaint as explained in our complaints procedure.

We ask in return that:

- You book your child into Club in advance
- You give notification (at least 24 hours) if your child is unable to attend the Club
- You regularly update us of changes in authorised persons able to collect your child, or changes in doctor's details, or changes of address and telephone numbers
- You will keep us informed of any changes that may affect your child's well-being

Nercwys Voluntary Aided Primary School After School reserves the right to exclude any child should any of the above terms and conditions not be met.

I have read and accept the terms and conditions above

Signed (Parent/Carer)

Date.....

Signed (Club Co-ordinator)

Date.....