



Breakfast Club and After School Club



Parents/Guardian's Contract



Child's Name	
Parent / Guardian's Name	

- I consent for my child to attend Milldene breakfast and after school club (EXTENDED SCHOOL PROVISION). I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and the child. I agree to abide by them.
- I understand that Milldene is a play setting and that whilst my child is there, the staff at Milldene are legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Milldene he/she will be in the care of Milldene until collected and signed out by an authorised person.
- I will notify the club 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 unless **24 hours' notice** is given. All permanent cancellations must be given in writing.
- I understand that if I do not inform the club/school of my child's absence the club will action the 'Missing Child Procedure' and the school reserve the right to withdraw my child's place in the club.
- I will book my child into the club on weekly/termly/daily basis and will pay promptly for all booked sessions whether or not my child attends, unless I have contacted the Manager 24 hours before hand.
- It is my responsibility to keep the Club Manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc.).
- I accept that my child may take part in messy activities whilst attending Milldene. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Milldene closes at 6.00pm. If due to unforeseen circumstances I am going to be late, I will contact the Manager/deputy as soon as possible to advise.
- If I do not collect my child by 6:10pm I will pay a charge of £5.00 per quarter of an hour to cover the costs for the staff who are legally required to supervise my child and insurance requirements.
- If I do not collect my child by 7pm and the club has been unable to reach me or any of my emergency contacts, I understand that Milldene will follow its 'Uncollected Children Policy' and contact Social Care.
- Whilst Milldene tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- I have read the school's 'Positive Behaviour Policy' and agree to its terms and appreciate in some circumstances it may be necessary to exclude my child from the club and I will pay for any missed sessions unless otherwise agreed with the Manager.
- If there are any accidents or incidents at Milldene 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. If my child needs urgent medical treatment and I am unavailable a member of staff

from Milldene will sign any consents forms necessary for treatment on my behalf, as stated on the medical forms.

- Information held by Milldene 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 Care and Health Care Professionals.
- I understand that all policies and procedures for the club are available on request.
- I understand aggressive and abusive behaviour to staff will not be tolerated.
- I have read and understood the above terms and conditions and I agree to abide by them.

Signature	
Date	