



**St Ives Primary School,**  
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company number 9809895  
Headteacher: Mrs L Crossley

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### **St Ives After School Club – Parent/Carer’s Contract**

- I consent for my child to attend St Ives After School Club. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them
- I understand that St Ives After School Club is a playcare facility and that whilst my child is there St Ives After School Club is legally responsible for him/her
- My child will be provided with a snack and drink whilst at the club unless otherwise requested
- My child will be given stimulating and challenging play opportunities in a fun and safe environment
- Once my child is delivered to St Ives After School Club he/she will be in the care of the St Ives After School Club until collected and signed out by a ‘Named’ responsible adult
- I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked in to the club
- I will book in to the club on a monthly basis and will pay promptly for sessions even when my child does not attend
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child
- I accept that whilst at St Ives After School Club my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this
- St Ives After School Club closes at 6pm and if for any unforeseen circumstances I am going to be late I will contact the manager/deputy
- If my child is not collected by 6.00 pm I will pay a charge of £5 per quarter of an hour to cover the costs of the two staff who are legally required to stay
- If any child remains at 7.00pm, after doing everything possible to contact parents and emergency contacts, then St Ives After School Club will be legally required to contact Social Services
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen
- I have read the behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions
- Should there be any incidents at the St Ives After School Club involving my child, I will be informed of the situation
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of St Ives After School Club may sign any consent forms necessary for treatment on my behalf
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Social Care and Health Care Professionals

Name of child..... Year .....

Parent/Carer’s signature ..... Date .....