

Silsden Sprouts

Silsden Primary School Before and After School Club

Aire View Site
Elliott Street
Silsden
BD20 0BB



CONTRACT – Terms and Conditions

Child's Full Name

Parent/Carer's Name

1. I consent for my child to attend Silsden Primary before and after school club (Silsden Sprouts). I understand that the club follows the schools policies and procedures, and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
2. I agree to adhere to the Admissions Policy.
3. I understand that "Silsden Sprouts" is a play setting and that whilst my child is there, the club is legally responsible for him/her.
4. Once my child arrives at "Silsden Sprouts" he/she will be in our care until collected and signed out by an authorised person.
5. My child will be provided with breakfast in the morning session and is able to bring a snack and drink for the afternoon session if they wish.
6. I will notify Silsden Primary School or "Silsden Sprouts" 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.
7. I will pay the fees due for my child to attend "Silsden Sprouts" on a half termly basis and will pay promptly, in advance, for all sessions booked whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
8. If I withdraw my child from the "Silsden Sprouts" I understand that I must give one calendar months' notice and if I wish to reinstate my child after this, he/she will only be given a space if it is available.
9. It is my responsibility to keep the Club Leader informed of any alterations to the information regarding my child.
10. I accept that my child may take part in messy activities and will have access to outdoor play. I understand that I can provide my child with appropriate clothing to accommodate for this.
11. "Silsden Sprouts" closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the club via telephone as soon as possible.
12. Where my child is booked for PM session 1 and they have not been collected by 4:45pm, I will pay a late collection charge of £3.00 per quarter of an hour (or part thereof), added to my next invoice. Where my child is booked until 6pm and has not been collected on time, I will pay a charge of £6.00 per quarter of an hour (or part thereof) to cover the costs of staff who are legally required to supervise my child.
13. If I do not collect my child by 6.30pm, and the club has been unable to contact me or any of my emergency contacts, I understand that the after school club will contact Social Care.
14. Whilst "Silsden Sprouts" tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage of my child's property.
15. If there are any accidents or incidents at the club involving my child, I will be informed.

16. If my child has an accident at “Silsden Sprouts”, 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 the club or school will sign any consent forms necessary for treatment on my behalf.
17. Information held by “Silsden Sprouts” will be treated as confidential. However, in some 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.
18. I understand that aggressive and abusive behaviour towards staff will not be tolerated.
19. I understand that “Silsden Sprouts” reserve the right to withdraw an offer of a place if your child shows unacceptable behaviour resulting in distress or disruption to adults or children at the club.
20. Where payments are not made in advance and arrears are accumulating, I understand that “Silsden Sprouts” will automatically cancel my child’s place if arrears have not been settled for the previous half term and take action to recover payments owed.
21. Changes to confirmed sessions, ad hoc/casual bookings must be made in writing are not guaranteed. Requests must be e-mailed to Sprouts e-mail account (sprouts@silsden.bradford.sch.uk) at least 2 full working days before the date required. Any requests made by phone or where the full notice time is not given, will automatically be declined.
22. Rota amendments must be e-mailed to sprouts@silsden.bradford.sch.uk at least 5 working days before the first date required – adhering to this timescales will guarantee a place for your child for the sessions required. Any requests that are required within 5 working days cannot be guaranteed. Any request with less than 2 full working days notice will be declined.

ADMISSIONS POLICY

“Silsden Sprouts” is open to all children who attend Silsden Primary School Reception to year 6 classes and the children of the play workers, subject to availability. In the event of more requests than spaces available, the following criteria will be applied to allocation of places.

Priority will be given to children as follows:

- Children of Play Workers attending Silsden Primary School.
- A child requiring full sessions;
- Siblings of school age;
- A child requiring part time regular sessions (prioritised by the highest number of sessions);
- Casual sessions where there is availability of places.

Casual sessions are available subject to numbers attending at any given time **but must be booked, in writing, at least 48 working day hours in advance** and no more than one week in advance as we will be unable to guarantee that a place will be available. All users, including casual, must have completed a Registration Form and Terms & Conditions Contract for each child prior to attendance.

Date

Name

Signed (Parent/Carer)