**Contract between parent/ guardian of child and Acorns to Oaks @ Williamstown LTD**

**Contract for pupil:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of contract**

*This contract has been drawn up to ensure the safeguarding of all children attending the out of hours sessions, staff and parents.*

*Please read the contract carefully before signing. By signing the contract, you are agreeing to all terms and conditions listed below.*

* After School session from 3.15pm- 5pm will be charged at £6.00 per session.
* At Acorns to Oaks @ Williamstown *we charge by the session and NOT by the hour****,*** *i.e.: A child who attends after school club until 4.30pm a £6.00 sessional charge will still apply.*
* Children who are being collected at the latest time of 5pm must be collected promptly. If you are delayed you should contact Acorns to oaks by phone with an estimated time of arrival. For repeated late collection a fee of £5.00 will be charged.
* Due to the Covid-19 all places for club must be pre-booked in advance and approved by the club via email or text.
* Payment is to be made through the BACS system. This is so we can keep a record of payments as well as ensuring no cash is being handled. Please use your child’s name or name of the oldest child (if siblings attend) as reference for the payment. We do not take accept cheques.
* In the unlikely event that After School Club is cancelled by Acorns to oaks @ Williamstown there will be no charge and as much notice as possible will be given to parents.
* Payments for when your child is attending after school club should be made at the beginning of the week and preferable by **12pm on the Monday.** Sessions are non-refundable (excluding sickness).
* During After School Club a nutritious healthy snack will be provided. Any special dietary needs, social & ethnic requirements must be specified in the registration form.
* After School Club will provide play activities and age appropriate experiences & activities for children whilst they are in our care.
* If a child becomes ill whilst attending Club, it may be necessary for the parent to collect them.
* In the event of an accident we will initially contact you or thereafter the nominated persons from the Emergency Contact Form provided. It is important that details we hold are accurate. We should be notified of any changes as soon as possible.
* Records will be kept of any Accidents / incidents resulting in an injury, you will be required to sign these records.
* Once collected from our care the responsibility for the child is then with the named person.
* Children will **NOT** be left in our care without confirmation of their details.
* Acorns to Oaks @ Williamstown reserves the right to refuse to let a person collect if they consider that that person is not to be fit and proper to do so. **The only adults allowed to collect are those outlined in the registration form and must be over the age of 16.**
* If a child’s behaviour becomes such that it affects the safety of other children that we have care of, we will request that you speak to club to over the phone to discuss the matter. If the behaviour doesn’t improve Acorns to Oaks @ Williamstown reserves the rights to refuse admission to club after school.
* If any of the equipment in the session is damaged by children through bad behaviour the parent/ carer must make a reasonable offer to replace the item.
* By signing this contract, you are agreeing our staff have permission to administer first aid on your child.

**Please place a tick or cross in the boxes below after reading the statements:**

* I give permission for my child’s photograph to appear on the Acorns to Oaks @ Williamstown Twitter page

**I HAVE READ THE ABOVE CONTRACT AND AGREE TO THE TERMS AND CONDITIONS**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP TO CHILD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_