

## Longton Primary Kids Club Parents/carers contract

Parent/carer name.....

Childs name.....

- I understand that Longton Primary School Kids Club is an out of school provision and that whilst my child is there longton primary school kids club is legally responsible for him/her.
- Once my child has been collected by the club he/she will be in their care until collected and signed out by a named responsible adult.
- My child will be provided with a light tea/snack and drink whilst at the club unless otherwise stated.
- My child will be provided with stimulating and challenging play opportunities in a fun and safe environment.
- I will inform the club manager if I am collecting my child from school on a day that he/she is booked in the club, If my child is ill I will inform the club manager.
- I understand the fees will need to paid in advance and if my child does not attend session booked I will still be charged.
- It is my responsibility to keep the club manager informed of any alteration to information regarding my child.
- I will book into the club on a termly basis and will pay promptly for the sessions even if my child does not attend.
- Longton primary kids club closes at 5:45pm and if for any unforeseen circumstances I am going to be late, I will contact the co-ordinator.
- If any child remains in the club after 6:00pm and after ringing parents and emergency contacts, we can still not contact parent/carer then we will be legally required to contact social care. (uncollected child policy.)
- I understand that the club will ensure safety and security of items, however I understand that the club the will not be held responsible for anything lost or stolen. .
- I have read and understood the behaviour policies.
- Should there be any incidents at the club involving my child, then I will be informed of the situation.
- I understand that the club will follow the school's policy regarding accidents.
- Information in which is required will be treated as confidential. However, there may be times, for example in cases for child protection concerns, when details of my child may be passed on to other agencies (safeguarding policy)
- Cancellations shall be made in writing to the club manager. I understand the club requires four weeks' notice of any changes.

I have read and under stood the above terms and conditions and I agree to abide by them.

Signature .....

Date .....