

## Summerseat Smilers Contract (September 2022)

This is a contract of agreement between Summerseat Smilers (before and after school club) and the parents/carers of:

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We have an online booking system where you will be able to select the following sessions each half term:

Breakfast Session	Afternoon Session 1	Afternoon Session 2
Times available: 7:45am - 8:45am  Breakfast is served from 8:00am - 8:30am	Times available: 3:20pm – 4:20pm  Afternoon snack is served from 3:30pm - 4:15pm	Times available: 4:20pm – 5:20pm
<p>Fees: Advanced booking rate <b>£4.75*</b> per daily session            * a sibling attending the <u>same</u> session will receive a discounted rate of £4.25 per session.</p> <p><b>Ad-hoc / Casual requests will be charged at a rate of £6 per session (with no discount available)</b></p> <p><b>Fees to be paid monthly in advance via BACS transfer or vouchers. Additional casual sessions may be booked by telephoning the main school office (if spaces are available) – these will be charged at £6 per session</b></p>		

### Summerseat Smilers:

- We agree to provide all parents/carers with access to our policies and procedures.
- We agree to provide your child with breakfast in the morning and a snack in the afternoon.
- We will provide a variety of activities such as construction, imaginative play, crafts, games and sports.
- We agree to administer medication as and when required in line with school's administration of medicine policy.
- We will inform parents/carers of any accidents or incidents involving your child that may occur.
- We will work in partnership with the school and parents to ensure shared information.
- We agree to treat your child's information as confidential subject to our Safeguarding Policy.
- We may review the fees at any time in the futures and will endeavour to give you a one term notice period of any changes.
- We may suspend the provision of childcare if you fail to pay your fees.
- We will ensure all employees working at Summerseat Smilers have the relevant qualifications and have an Enhanced DBS check.

**Parents/Carers:**

- I consent for my child to attend Summerseat Smilers.
- I understand that the club has policies and procedures which are available for reference at the club and on the Summerseat Methodist Primary School website, and I agree to abide by them. (*As the staff running the club are employed by the school, the club comes under the school's existing Ofsted registration and also share many policies*)
- I understand that Summerseat Smilers is a play setting and that whilst my child is there, Summerseat Smilers is legally responsible for him/her.
- I give permission for the staff in Summerseat Smilers to administer First Aid treatment to my child if ever the need arises.
- I give consent for my child to receive treatment from the Medical Emergency Services if ever the need arises.
- Once my child arrives at Summerseat Smilers, he/she will be in the care of Summerseat Smilers until school begins in the morning or collected by a parent/carer in the afternoon and signed out by an authorised member of staff.
- It is my responsibility to keep the school informed of any amendments to my child's information regarding contact details and medical information. I give permission for school and club to share information regarding key contacts and medical information.
- Summerseat Smilers After School Club closes at **5:20pm** If, due to unforeseen circumstances, I am going to be late, I will contact the manager/ school as soon as possible.
- If I do not collect my child by **5.20pm** I will pay a charge of £5.00 per 15 minutes to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6:00pm and the club has been unable to reach me or any of my emergency contacts, I understand that Summerseat Smilers will contact Social Care if appropriate (*as per safeguarding policy*).
- I will pay the fees in advance, whether my child attends the club or not (e.g. due to illness or holidays.)
- I understand that I will give two weeks' notice if I no longer require the place for my child.
- I have read and understood the above terms and conditions and I agree to abide by them.

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_