

Summerseat Smilers Contract (2024/2025)

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

We have an online booking system via the Arbor Parent app 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	Times available: 3:20pm – 4:20pm	Times available: 4:20pm – 5:20pm
Breakfast is served from 8:00am - 8:30am	Afternoon snack is served from 3:30pm - 4:15pm	
Fees: £4.75* per daily session. * a sibling attending the <u>same</u> session will receive a discounted rate of £4.25 per session.		
Fees to be paid via the Arbor App or Child Care Vouchers.		

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.