



Hazel Slade Primary Academy

'The Hub' Before and After School Club Contract

- I consent for my child to attend the before and after school club at Hazel Slade Primary Academy (The Hub). I understand that The Hub has policies and procedures (which are available for reference) and that there are expectations and obligations relating to both the club and to myself and my child, and I agree to abide by them.
- I understand that The Hub is a play setting and that whilst my child is at The Hub the school is legally responsible for him/her.
- Once my child arrives at The Hub, he/she will be in the care of The Hub staff until collected and signed out by an authorised person.
- My child will be provided with a snack and a drink whilst at The Hub unless otherwise requested.
- I will notify The Hub before the start of the session if I am collecting my child from school on a day that he/she is booked to attend. I understand that I may be charged for the booked session.
- I understand that The Hub after school club closes at 5:30pm Monday-Thursday and 4:30pm Friday. If, due to unforeseen circumstances, I am going to be late I will contact The Hub staff as soon as possible.
- If I do not collect my child on time, I will pay a charge of £5.00 per 15 minutes to cover the cost of staff who are legally required to supervise my child.
- If I do not collect my child by 6:00pm Monday-Thursday and 5:00pm Friday and The Hub has been unable to reach me or any of my emergency contacts, I understand that The Hub will follow its Uncollected Children Policy and contact First Response.
- It is my responsibility to keep The Hub informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc).
- I accept that my child may take part in messy activities whilst at The Hub and that I may provide appropriate clothing if I wish.
- Whilst The Hub tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at The Hub.
- If there are any accidents or incidents at The Hub, I will be informed.
- If my child has an accident at The Hub, 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, then a member of The Hub staff will sign any consent forms necessary for treatment on my behalf.
- I understand that The Hub follows the school Behaviour Policy. Should my child fail to behave I understand that it may be necessary to exclude him/her and that I would still be charged for missed sessions.
- Information held by The Hub regarding my child will be treated as confidential. In certain circumstances (e.g. if there were child protection concerns), I understand that the club has a legal duty to pass certain information on to other agencies including the Police, Social Care and Health Care professionals. The Hub is run by school staff and confidential information is shared with relevant school staff if required.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I confirm that I have read and understood the terms and conditions in this document and as outlined in the Before and After School Policy and I agree to abide by them.

Child's Name:			
Parent/Carer's Name:			
Signature:		Date:	

Terms & Conditions

- Bookings are to be made at least 24 hours in advance using the online booking form.
- Late bookings will be accepted, subject to availability, but must be made by contacting the school office.
- The club opening times are 7:45am – 8:45am and 3:15pm – 5:30pm (4:30pm Friday).
- The school reserves the right to decline or withdraw places:
 - a. Where payments are in arrears.
 - b. In the event of persistent late pick-ups.
 - c. In the event of repeated or inappropriate behaviour.
- Sessions taken will be charged to the child/ren's ParentPay account on a daily basis.
- It is a requirement that parents pay their fees in advance of a child attending unless alternative arrangements have been made.
- Any outstanding payments may jeopardise the child/ren's place until the debt is cleared in full.
- An additional fee of £5 per 15 minutes per child will be applied for late collection.
- Where a child has not been collected by 6.00pm or 5:00pm on Fridays and attempts to contact the parent or nominated carer have failed, the school will implement Safeguarding Procedures. At this point the club staff will contact a member of the Senior Leadership Team who will follow its Uncollected Children Policy and a First Response call will be made.
- Parent/carers must notify us in advance of any changes to pick up arrangements.
- Any cancellation of a booking after 2:00pm on the day will incur a £5.00 charge.
- Whilst the club tries to ensure the safety and security of items, it cannot be held responsible for loss or damage to a child's property.
- If a child has an accident at the club, he/she will be treated by a qualified first aider and parent/carers will be informed as soon as possible. If a child needs urgent medical treatment and parent/carers are unavailable, then a member of the club staff will sign any consent forms necessary for treatment on their behalf.
- The club follows the school Behaviour Policy. Should a child fail to behave it may be necessary to exclude him/her and a charge would still be made for missed sessions.
- Aggressive and abusive behaviour towards staff will not be tolerated.

