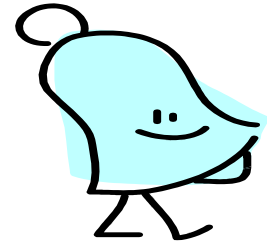


# Chasebell Ltd



## Parent Agreement

### Charges

Fees are payable in full weekly on the first day your child attends, all booked places must be paid for, any changes to the number of days you require will need 4 weeks' notice. We do not take bookings for less than 3 days a week. We ask you to book specific days each week.

We will try to fit you in if you need extra.

After School Club Fees, Early Bird £12.50 per Week 3-3.30 we have no single day fee, the charge will be the same regardless of how many days your child attends.

After school per session £ 14.50 per session. 2nd and subsequent children attending is £13.50 for full weeks only this is not available to anyone paying retrospectively i.e., college vouchers.

### In-service days

We are open on in-service days; you are still liable to pay for your booked session. We offer 3-hour sessions through the whole day.

### Holidays

Full Day £29.50 8.30-6.00 AM £18.00 8.30 to 12.00 PM £21.50 1 TO 6.00

we offer early booking full week payment in advance. no cancellation without 4 weeks' notice

All charges are correct as of April 2024 but are subject to change. Please check with the club for any changes.

We require 4 weeks' notice if you are withdrawing your child from the club at any time during the school year.

All booked places must be paid for, holidays in term time will be charged at 50% of the full fee we will permit 2 weeks holidays taken as 2 separate weeks or 2 weeks together, odd days will be charged the full day fee.

There is no holiday reduction for the 3.-3.30 collection.

Late payment will result in a £5.00 charge for each week not paid, for further details please contact Senior Play worker for details.

## PAYMENT- FEES

Payments for your weekly sessions, must be made on the Monday or before.

Any payments made by tax free childcare, or any voucher schemes must also be in our account on the first day of the week.

Cash payments must be made on the first day of your attendance.

Failure to comply will incur our late payment charge of £5.

## Arrival and Collection.

I understand that my child will be collected from the school during term time and escorted to the club {infants} and will remain at the club until collected by a named adult as detailed on registration forms.

If this involves a taxi being used, it is my responsibility for planning with the taxi firm and it is my responsibility to pay separately for that service.

Juniors make their own way to the club; we do look for them if they do not turn up with the other children. It is paramount you keep to the routine of contacting us if your child is not with us for any reason.

## School pickups

If my child is collected from their school and taken by Chasebell Ltd by car to the out of school club, I understand that if I do not inform the club in advance. Before 2.30 pm on the day that my child will not be attending and does not require pick up, I will be charged a £3.00 waiting fee.

In the event of illness / emergency I consent for any of the named contacts on the registration agreement to be contacted to collect my child, I will also ensure that if my child is not in school due to illness, I will contact the club prior to collection.

Fees will be charged as usual you are paying to keep the place open.

Long term sickness will be at the discretion of the club proprietors only.

Should the named adult be late for collection (after 6.00pm)?

I understand that I will be charged at a rate of £5.00 for every 15 minutes or part thereof that they are left in our care, unless it is in an emergency where the senior play worker should be notified of this change in circumstances as soon as possible.

## Activities

Some routine activities of the club may involve sporting sessions such as swimming while others may involve leaving the school/club premises i.e. visits to local parks. For your child to take part in these activities you need to give your permission

I agree for my child to take part in the types of activity described above. I understand that separate consent will be sought for occasional activities such as day trips etc.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Emergency Aid.

I consent to any emergency medical treatment necessary during the running of the club. I authorize the play staff to sign any written form of consent required by the hospital authority if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Medication.

If I require my child to be given medication by staff at the club, I will provide the play worker with detailed instructions in writing along with the clearly labeled medication  
I will also sign and date those written instructions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Calpol** We need your permission to administer sugar-free Calpol, although where possible, parents will be contacted to give verbal permission prior to the medicine being given. The club is able to administer Calpol when a child has a high temperature or for mild pain relief. The amount of Calpol administered will relate to the amount stated on the packaging and according to your child's age.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## Photographs.

The out of school club has its own website and face book page we may use photos taken within the club on these pages, please only sign this section if you are happy for your child to appear on this or any other promotional material I give permission for any photos taken of my child whilst at the club to be used in any promotional materials.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Face Paints.

I give permission for my child to have face paint applied to his/her skin.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Third party payments

I understand, any payments made to the afterschool club by a third party, on my behalf, remain wholly my responsibility until the fees are paid in full.  
Any outstanding monies must be paid by me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Child Protection issues

It is a legal requirement for all play workers to contact the relevant authorities should they suspect that a child in their care is suffering abuse. I understand that the out of school club will adhere to this requirement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Transport.

I give permission for my child to be transported in any vehicle deemed suitable by the club staff.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Dropping your child off in the holidays.

*I will walk my child down to the club each morning, and notify the staff of any concerns or changes*

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Data Protection

At Out of School Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club.

Please sign below to indicate you are happy for us to contact you

Sign ----- Date \_\_\_\_\_

*I have read and understand the above contract along with the club's parent handbook, which details all the club policies and procedures.*

*The information I have given is correct to the best of my knowledge. Should there be any changes to the information given in this document then I will notify the play worker immediately in writing.*

*I agree to abide by the terms and conditions of this contract and accept the policies and procedures laid down in the parent's handbook. I also understand that action may be taken*

*should my family or I fail to abide by these terms and conditions.*

Signed \_\_\_\_\_ Date \_\_\_\_\_