

LITTLE GEMS AFTERSCHOOL CLUB

Terms and Conditions

Parents Contract:

Little Gems Afterschool Club Terms and Conditions are to enable us to provide and maintain the highest standards of care and to ensure there is clarity about the contractual relationship between parents and the After School Club. We set out below our standard conditions:

1. A child cannot attend Afterschool Club session, unless the Registration Form has been completed and returned by Parent/Carers before the first day of attendance. Completion of the Registration Form confirms that parents have read and agree to Little Gems Afterschool Club, Terms and Conditions.
2. Due to staffing levels, places in Afterschool Club are limited. If demand exceeds the number of places available, a waiting list will be maintained.
3. A completed registration form must be submitted before a child can be accepted into the club.
4. Parents must ensure that the Afterschool Club is notified in writing of any changes to the registration form as soon as they occur (in particular emergency contact details).
5. Although a wide variety of activities will be on offer, we will not make a child take part in any activity that they do not wish to do. We will encourage them to take part; however, we will not make any activity compulsory. The emphasis will be on choice and enjoyment.
6. All children will be signed in between open hours of 3.15PM and closing of 5.30PM.
7. Afterschool Club Leaders reserve the right to exclude any child from the Club whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/carers and the child concerned.
8. Afterschool Club has a duty of care for the welfare of the child/children and maintains links with the school.
9. If you wish to change or cancel ad hoc sessions, you must provide, in written communication, at least 2 weeks' notice period. Failure to provide this notice will result in you still liable to pay for the sessions you wish to change or cancel.
10. Four weeks written notice is required if you wish to cancel or reduce, the number of regular sessions. Fees are still payable throughout the notice period, also only term time.

11. A charge for late collection will be made if your child, is not collected before end of their session time. Charge will be at the rate of £1.00 per a minute.
12. Fees are payable during period where your child is absent from the club, including sickness and holiday. Days cannot be swapped or changed.
13. Late payment fee will be £5.00 per a week. Your child may be excluded from the club. If your fees remain outstanding more than 14 days beyond the 1st of the month.
14. If Little Gems Afterschool Club is forced to close due to the compulsory closed of its premises by order of competent authorities (e.g., School, Local Authority, Environmental Health, etc) due to weather (e.g., snow, ice, flood, heatwave, etc), outbreak of human infection or contagious condition (e.g., Meningitis, COVID 19) or for any other reasons, parents will still be liable for any fees due/paid, during the entire period of closure.
15. Copies of Little Gems Afterschool Club Policies and Procedures are available at School or can be sent to parents on request.
16. Little Gems Afterschool Club does not accept responsibility for accidental damage or loss of property. Parents are requested to label all children's clothing, including all outer wear.
17. It must be understood that the Little Gems Afterschool Club is under obligation to report any incident where we consider a child may have been abused or neglected to the relevant authorities. This may be done without informing the parent / carer. Any information given by a parent or carer regarding their child will be treated with the utmost confidentiality, except in cases where harm towards a child is suspected.
18. Little Gems Afterschool Club maintains those insurances required by law. Copies of the current Little Gems Afterschool Club Employer's Liability and Public Liability Insurance Policies are displayed on the notice board at Glenfron Primary School – Back entrance – Little Gems Afterschool Club Notice Board.
19. It is the parent/carers responsibility to ensure that staff are aware who will be collecting child(ren). No child(ren) will be allowed to leave the building with anyone, know or not, without out prior notification from parent/cares with legal responsibility for the child.
20. It is a legal requirement for Little Gems Afterschool Club to hold information about children. Basic information is used for registers, invoices and for emergency contacts; however, all records are held securely.
21. The offer of a place and its acceptance by parents gives rise to a legally binding contract on the terms of these Terms and Conditions and the Policies and Procedures of Little Gems Afterschool Club. It is important that parents and staff adhere to those terms, any queries about them should be raised with Mrs Sheila Kaur.

Registration cannot be completed until all relevant paperwork enclosed within this pack has been completed and returned to Mrs Sheila Kaur.

- **MRS SHEILA KAUR**

DATE:	PRINT NAME:	SIGNED:

- **PARENT/CARER**

DATE:	PRINT NAME:	SIGNED: