



Terms and Conditions – Queens Drive Kids Club 2021-2022

- I consent to my child attending Q.D Kids Club. I understand that the school have policies and procedures which apply to both breakfast and after school club. There are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club.
- I understand that the information given on this registration form is confidential, however there may be times, for example in the case of safeguarding concerns, when details may be passed to other agencies in line with the child protection policy.
- **I confirm that the information on this form is correct and agree to notify the club of any changes or if my child will not be attending on any morning/evening they are booked in.**
- **Fees are charged for booked sessions and all sessions are non-refundable.**
- Once my child is delivered/collected for breakfast/after school club he/she will be in the care of the staff until collected by a responsible adult over the age of 16 years old who is named on the form. Staff will request the password from any person who they don't recognise.
- If my child is not collected by 5.50pm I will pay a charge of £5.00 per child per 15 minutes until they are collected to cover the cost of the two staff who are legally required to stay. If my child's remains by 6.30pm after using all possible methods to contact parents or emergency contacts, I understand the staff will be legally required to contact the Social Care Team.
- I understand that should there be any incidents involving my child that I will be informed of the situation.
- I understand that the school staff car park is unavailable to use between the hours of 8.15am-4.15pm
- **Fees are paid in advance of each session monthly.**
- **Fees are calculated over a full school calendar year and then divided into 10 monthly payments.**
- **The first payment must be received by us no later than 1st July to hold your place, followed by monthly payments to be received by our bank on the 1st of each month from September 2021 up to and including May 2022.**
- **A standing order must be set up to ensure that the funds are with us for the 1st of every month. Failure to pay or late payment of fees or repeated late collections will result in a formal warning to the parent or carer and their child's place will be withdrawn.**
- **1 month's clear written notice in writing is required to change or cancel my child's place at the club or change any sessions my child attends.**
- **Where the club has endorsed my claim for Childcare Tax credit, I understand that I am legally obliged to notify Inland Revenue if I cease to use the service during the period of my claim.**
- Bank account for payments will be provided upon confirmation of place.

Hours of Breakfast Club 7.15-8.50 am

Hours of After School Club 3.25-5.50 pm

- I understand my child will be provided with a light snack and drink whilst at the club unless otherwise requested.

- ☐ I give permission for my child to participate in the following activities: (please tick all that apply)
- ☐ Playing in the school grounds with supervision.
- ☐ To participate in messy activities.
- ☐ Have his/her face painted.
- ☐ Take part in individual or group photographs.
- ☐ To have pictures used for display on the school's group activity folders.
- ☐ Photo's to be used for promotion, for example school website, newspapers, newsletters.
- ☐ To watch films which are rated U or PG.
- ☐ To have factor 30 sensitive sunscreen applied if required.

Signature of Parent/Carer _____ Date _____

Printed Name _____