

Lydia's After S'Cool & Holiday Club Klub (LASK)

c/o Our Lady's Junior School, Henshaw Road, Wellingborough, NN8 2BE
Direct Telephone number: 07597 590878 Email: lask.wellingborough@gmail.com
Website: www.laskoutofschool.co.uk

Parent/Carer's Contract

Child's name _____

Parent or carer's name _____

- I consent for my child to attend LASK. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that LASK is a play setting and that whilst my child is there LASK is legally responsible for him/her.
- My child will be provided with a snack if he/she is in the club at 3.30. Drinks are always available.
- During holidays a morning snack is also provided at 10am.
- Once my child arrives at LASK he/she will be in the care of LASK until collected and signed out by an authorised person.
- For After School Club- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on a monthly basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or last minute holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at LASK. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- LASK closes at 5.50pm during the term and 5.30pm in the holidays. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- For After School Club- If I have booked a short session in the term till 4.30 and am late to collect with no notification to the manager I will be required to pay a top-up of £2per day, which is the full after school club session till 5.50pm.
- If I do not collect my child by 5.50pm in the term time/5.30pm in the holidays. I will pay a penalty charge of £5 per 5minutes. Once it reaches 6pm, I understand I will then need to pay an additional £25 to keep the school open longer than LASK has booked it for. These charges also cover the costs of the two staff that are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that LASK will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst LASK 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.
- I have read the club's **Behaviour Policy** and agree to its terms and appreciate that in extreme circumstances it could be necessary to exclude my child from the club, any fees already paid will not be refunded unless otherwise agreed with the manager.
- If my child has an accident at the club, 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, a member of staff from LASK will sign any consent forms necessary for treatment on my behalf, as stated on my child's Registration form.
- Information held by LASK regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____