



# ***St David's C of E Primary School***

## **Stay and Play Afterschool Club - Parent/Carer Agreement**

This agreement sets out to clarify the responsibilities of the school in providing an Afterschool Club, and make clear the responsibilities of parents/carers in order to ensure the smooth running of the provision.

### **Stay and Play Afterschool Club agrees to:**

- ✓ Adhere to school policies at all times in relation to child protection, safeguarding, administration of medicines, first aid, supervision and complaints.
- ✓ Make available any or all of the above policies on request within 5 working days.
- ✓ Provide appropriate supervision and play activities from 3.30 pm until 5.15pm.
- ✓ Aim to operate every school day with the exception of the final day of term.
- ✓ Report any general news about the afterschool club via the School's weekly newsletter.
- ✓ Notify you of any changes to the charges and give 4 weeks notice before implementing these changes.
- ✓ Maintain a transparent charging structure that encourages regular use of the facility.
- ✓ Notify you by text message as early as is practicable of any cancellation of the afterschool club and refunds will be given in such instances.

### **We as Parents/Carers agree to:**

- ✓ The Afterschool Club policy which states that places are allocated on a first come first served basis.
- ✓ Pay promptly for my child's booking; preferably in advance, but no more than one week in arrears.
- ✓ Make payments electronically by Parent Pay.
- ✓ Acknowledge that if payment is not made (as specified above) my child's place will be suspended until arrears are cleared.
- ✓ Support the School in its adherence to policies, namely our Administration of Medicines and Behaviour Policies.
- ✓ Stick to the booking conditions by not arriving later than 5.15 pm. The school will close at this time.
- ✓ Understand that late collection will incur an additional charge of £2 per 15 min period after 5.15pm
- ✓ Sign my child out of the Afterschool Club.
- ✓ Understand that all consents already given to school extend to Stay and Play After School Club (eg photograph consent).
- ✓ First aid being carried out by a trained first aider as per the school's policy if required.
- ✓ Provide a healthy snack from home for my child to eat during the after school session.