

# Club Agreement

This agreement between Holy Cross Kids Club and Parent(s) / Carer(s) will clarify what we expect from you, and what you can expect from the Club.

## **Kids' Club aims to provide:**

- A variety of appropriate activities for the children.
- A safe, caring and stimulating environment for all the children to play and learn in both structured and unstructured play settings.
- A high standard of qualified and experienced staff and volunteers.
- A commitment to equal opportunities.
- A secure environment.
- All our equipment is checked regularly and meets health and safety standards.
- Copies within the Club of all club policies and procedures available to parents/carers to access. Should a copy be required please contact the Manager.
- A small healthy snack after school.
- Drinks when required and always available.
- Compliance with OFSTED registration and inspection requirements.

## **The Club expects from Parents/Carers:**

- To complete a parent contract, along with personal and medical details, and consent forms.
- To become familiar with the Kids Club rules and behaviour policy.
- To collect your child by 5.30pm, otherwise you will be charged a fee of £5 for every 15 minutes (or part of) that you are late collecting your child (£5 fee for each child). If the situation arises more than 3 times in one term, your child's place at Kids Club may be withdrawn which the Manager will decide keeping the Directors informed. You

are asked to ring the club to advise of any delays in collecting your child/ren, this is to enable staff to explain to your child/ren of your delay and to reassure them.

- To book Sessions for the academic school year, any changes must be put in writing. Permanent cancellations/amendments to booked sessions require a half terms notice. Extra sessions may be available on a daily basis although this cannot be guaranteed and you are advised to book with as much notice as possible.
- If your child/ren is ill or will be absent from the Club, you must inform the Club. **There are NO refunds once you have booked a session as it will not be available to any other child - so you will still have to pay for that session missed by your child.**
- There will be no access to any belongings in your child/ren's classroom, should they require items during their time in Kids' Club.
- To make the Club aware of any special requirements your child may have.
- To sign your child in/out of arriving/leaving the Kids' Club.
- To inform the Club of any changes in the details given on forms completed such as emergency contacts and persons authorised to collect your child/ren.
- Not to allow access to any other adults when entering or leaving the building.
- To pay any outstanding fees, inline with our charges policy to secure and keep your child's[rens] place in Kids' Club.

Signed

Dated