



Out Of School Club

Main office: Tel. 01392 425551 or
Out of school club: Tel. 07516 018 985

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www.exwickark.com

Contract between the Exwick Ark Out of School Club and

..... (name of parent/carer 1)

..... (name of parent/carer 2)

Name of Child:.....Date of
Birth:.....

The Exwick Ark Out of School Club includes The Exwick Ark After School Club and Holiday Club at Redhills Community Primary School.

Payments.

I/we agree to pay the Exwick Ark any monies due for sessions and activities booked for my child that are not covered by other means agreed with the Exwick Ark (eg Don't Stop Me Now funding). I realise that I will receive an invoice for any booked after school club sessions, holiday club sessions and activities not covered by funding. I have read and understand the fees policies for the Exwick Ark Out of School Club. For any sessions and activities that need to be paid for I realise I will receive an invoice for a 4-6 week period, in advance, which is to be paid within a month of the date on the invoice. The Exwick Ark recognises the need for time to pay the invoice when parents/guardians are returning to work or study and are waiting for payment to enable them to pay for childcare. I realise that if I do not pay the fees due I will forfeit my child's place at the Exwick Ark Out of School Club.

The Exwick Ark Out of School Club may use a debt collection agency or the Small Claims Court to claim any late payments. I realise that if this is the case this may have a negative effect on my Credit Rating and may make it hard for me to apply for bank loans and other finance.

Methods of payment accepted:

Standing Order direct to The Exwick Ark Ltd bank account (on invoice)

Cash

Cheque

Childcare vouchers (via employer, tax free deduction from wages)

Grants (by agreement with The Exwick Ark)

Cancellations,

bookings and changes to bookings

I will give 25 (of the Exwick Ark Out of School Club's) working days notice of my child leaving the Exwick Ark Out of School Club and will pay any monies due up till the leaving date before the child leaves, or up until the end of 25 workings days notice is complete if this is after the child leaves.

I will give written notice of changes in sessions required for my child and acknowledge that if I do not give 25 working days notice that I may continue to be charged at the previous rate until those 25 days are ended. Forms are available for advising The Exwick Ark Out of School Club of changes.

Attendance

Late removal/ collection of a child

A register will be kept of a child's attendance at The Exwick Ark Out of School Club. Sessions attended in addition to those booked in advance will be marked on the register and included on the next invoice. I agree to pay for these extra sessions.

If my child is not collected by the time they are booked till there will be a standard charge of £25 for the first 1-15mins and an additional charge of £10 for each additional 15 minutes. I will phone The Exwick Ark Out of School Club to inform them if I am going to be late collecting my child and to give an estimated time of arrival. Full details of our policy for Late Collection of a child can be found in the Exwick Ark Out of School Club Late Collection Policy.

What is appropriate behaviour?

Children are encouraged to treat others as they would like to be treated. Children attending the Exwick Ark Out of School Club will be involved in regularly reviewing and updating the clubs behaviour guidelines (Golden Rules). It is hoped that children will learn to set their own appropriate boundaries without the need for disciplinary procedures. If there is need for disciplining a child then corporal punishment will never be used. If a child does not respond to verbal reasoning about their behaviour (using signs/ writing where appropriate)

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then a behaviour plan will involve removing a child from the situation for a while and then they will be asked to make amends before joining back in. If appropriate behaviour will be discussed with a parent/guardian and a plan agreed and put in place for helping a child to learn to behave in an appropriate way. Please refer to the Behaviour Management Policy.

Sickness and medication

If my child is using long term medication I will inform the staff at Exwick Ark Out of School Club and fill in an Administration Of Long Term Medication Form to be kept at the Exwick Ark Out of School Club. If my child has a short term medication to take I shall try to time the medication so that the child does not need to bring it with them. If they do need to bring it to the Exwick Ark Out of School Club I will complete and sign an Administration of Short term Medication form (available on the website and from the Exwick Ark Out of School Club) on each day the medication needs to be taken. The Play Leader will supervise administration of medication for the child and sign the Administration of Short term medication form to say when and how much was administered.

If a child is infectious they will not be able to attend the Exwick Ark Out of School Club. The setting has a book with guidance on infectious diseases; please phone if in doubt.

A child that has had vomiting or diarrhoea should not return to the Exwick Ark Out of School Club until they have had 48 hours (two days) without vomiting or diarrhoea. This two day period is recommended by the Health Protection Agency as viruses such as Norovirus can remain active for 48 hours after someone has stopped vomiting or having diarrhoea.

If every one keeps their infectious child away from the setting then fewer children will need to be off in the long run.

Bookings

Bookings are to be made in advance where at all possible. The Exwick Ark Out of School Club will endeavour to meet the demand for places up to it's registered limit and will provide the appropriate number of staff. If making a new booking or amending a booking confirmation will be given to parents/carers. If no confirmation has been given the place is not guaranteed. A booking form is available at the Exwick Ark Out of School Club and on the website for making changes (one off or permanent changes).

Casual vacancies operating a waiting list.

Children can book for occasional sessions if there is space. The child does not need to be attending regularly for this service. Children do not need to be attending Redhills Community Primary School to attend the Exwick Ark Out of School Club. Priority will be given to children at Redhills Community Primary School if there is a need for a waiting list. Priority of places will be according to the following:

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1. Existing children wanting to increase sessions.
2. Children of Exwick Ark Staff.
3. Children attending Redhills Community Primary School
4. Siblings of children already attending.
5. Referrals by external agencies.
6. Children living in Exwick.
7. Any other child.

Taking and recording contact details

To register a child for the Exwick Ark Out of School Club a registration form needs to be completed and signed and dated by a parent/ guardian. A child cannot attend the Exwick Ark Out of School Club until this form has been completed and checked by the Exwick Ark Out of School Club. The form will ask for information that is required to help the Exwick Ark Out of School Club keep a child safe and to help communicate effectively with the child's family. Information on the registration form is kept on a Password protected computer programme. the Exwick Ark is registered with the Information Commissioner (Data Protection) and agrees to abide by government set guidelines (see the Exwick Ark Out of School Club policy on Data Protection).

As parent / guardian of the above named child I have read and agree to the above statements. I wish my child to attend the Exwick Ark Out of School Club. I will inform the Exwick Ark Out of School Club of any changes to the details recorded on the registration form.

.....
parent /carer's signature

.....
Manager's signature

Date.....