

Schools Out Club Derby Ltd Contract with Customers

By registering your child or children with Schools Out Club Derby Ltd you agree to the terms and conditions set out in this contract.

This contract has been devised in conjunction with the proprietor Amanda Hudson and the Management Team who have the responsibility for the daily implementation of all the procedures. This contract is also in line with recommendation from Derby City Council & Derbyshire County Council for Early Years.

IT IS AGREED BETWEEN BOTH PARTIES THAT:

1. Child Protection

Parents/ carers must notify staff of any injury sustained by their child outside the club in order to establish the injury did not occur whilst in our care. If staff have any concerns about the welfare of the children in our care it is our legal duty to inform the Local Safeguarding Officer of any child protection or safeguarding children concerns.

In turn staff will provide information on any accidents or injuries which may have been sustained whilst in our care.

Your child will not be permitted to leave the club with anyone other than yourselves without prior arrangement. In the case of an emergency you should contact the club with details and perhaps give a password.

2. Breakfast & After School Club Fees

When your child is offered a place, you are required to pay one month's fees in advance of your child's first day with us.

Fees are due no later than the 20th of every month if they have not been received by that date a £10 late payment charge will be applied on the 21st and weekly until the amount has been paid. Late payment charges are added to your child's account in order to cover our finances and administration costs.

Failure to clear the full amount by the last date of that month will result in your child's place being terminated and we will be unable to take or collect your child from school. This means your child will not be allowed to come to the club.

Your outstanding debt will then be collected by the small claims court where you will be liable for costs.

IT IS THE RESPONSIBILITY OF THE BILL PAYER TO ENSURE all invoices are paid on time and any extra sessions have been paid.

Any bank transfers must be notified to us once the payment has been made.

This must be done by emailing: info@schoolsoutclub.com

3. Holiday Club Fees

When your child is offered a place at holiday club, you are required to pay **fees in advance of your child's first day or on the first day.**

Failure to do so will result in a £10 late payment charge which will be applied weekly until the amount has been paid. Late payment charges are added to your child's account in order to cover our finances and administration costs

In the case of the **six weeks summer holiday** we expect parents to pay the amounts weekly or for the full month.

Failure to clear the full weekly amount by the end of the week's holiday club will result in late payment charges being added to your account if after one week still no payment has been

Failure to clear the full weekly amount by the end of the week's holiday club will result in late payment charges being added to your accounts if after one week still no payment has been received your child's place will be terminated and we will be unable to care for your child.

Your outstanding debt will then be collected by the small claims court where you will be liable for costs.

IT IS THE RESPONSIBILITY OF THE BILL PAYER TO ENSURE all invoices are received & paid on time and any extra sessions or trips have been paid.

Any bank transfers must be notified to us once the payment has been made. This must be done by emailing: info@schoolsoutclub.com

4. Time off for Holidays, Absences & Teacher Training Days

***Breakfast & After School Club: 4 weeks written cancellation required without charge.
Holiday Club: 7 days written cancellation required without charge including trips.***

Parents are expected to pay in full for any absences and expected to pay for any sessions that are booked. Four weeks written notice for breakfast & after school club and seven days written notice for holiday club including trips is required to cancel any sessions or trips for inset days or holiday club if there is to be no charge. Any cancellations after this date will be charged for in full due to pre booking and paying.

The normal rate of your child's session will still be applied on inset days/ teacher training days. If you do not intend to use any care on that day four weeks' written notice is required to cancel the session. If a place is required then holiday club day fees will apply. It is the responsibility of the parent/ carer to do this.

There will be no charge for bank holidays and will be deducted from your bill automatically by our database program.

If you use breakfast and after school club you will not be charged the usual breakfast and after school club sessions you use.

It is vital that you let us know if your child is unable to attend any sessions booked, during school holidays and before & after school club please ring, text or email to let us know so that we are not waiting for your children at school or waiting to start an activity at holiday club.

Email to let us know: info@schoolsoutclub.com

5. Sickness

We have the right not to allow your child to attend if your child is unwell or suffering from any contagious illness. If your child falls ill during the session we would appreciate your co-operation in collecting your child promptly.

24 hours is the compulsory duration in which we cannot accept children into our setting if they have suffered from sickness, diarrhea, conjunctivitis or any other highly contagious illness.

We also reserve the right to summon whatever medical attention thought necessary in an emergency or case of severe illness.

6. Arriving Early and Late Breakfast, After School Club and Holiday Club

Term time the setting will open at the specified time, these are different at each setting so please see the website for opening times of each setting. Staff are not permitted to allow any child to be cared for before the opening time.

At After School Club the session finishes at 6pm and holiday club the closing time is 6pm. If any child is collected after this time they will be charged **£5 per fifteen minutes late.**

At After School Club the session finishes at 6pm and holiday club the closing time is 6pm. If any child is collected after this time they will be charged **£5 per fifteen minutes late**.

At Holiday club any child dropped off before the session slot has started **will be invoiced for the next appropriate session time slot** and the same is applied if a child is collected after the session slot has ended.

For example a child booked in on a school day session arrives before the start time the session will be updated to full day session and invoiced. Or if they are collected after the school day session has finished again the session will be updated to a full day session and invoiced.

7. Change of Details

It is very important that you let staff know if you have any changes of address, telephone numbers, doctors, email address or any change to medical or dietary needs or any security issues. Update us by emailing: info@schoolsoutclub.com

8. Cancellations

If you wish to terminate your child's place for **breakfast or after school club four weeks written notice** is required this also includes absences, occasional days or teacher training days that your child will be not attending.

Seven days written notice is required to cancel any sessions or trips for inset days or **holiday club** if there is to be no charge.

Any cancellations after these dates will be charged for in full due to pre booking and paying. To notify us of any dates you wish to cancel please email: info@schoolsoutclub.com

9. The Breakfast & After School Club Service

It is accepted by the parents/ guardians that upon registering their child with the Schools Out Club Breakfast & After School Club that they give permission for their child to be escorted to school by either walking or travelling in a Schools Out Club vehicle. In the event of an emergency or contingency plan either staff vehicles will be used or taxi services. All safety risk assessments, policies and procedures and six weekly checklist of the vehicles are carried out.

By registering your child or children with Schools Out Club Derby Ltd you agree to the terms and conditions set out in this contract.

Parent's Signature _____ Date _____

Print Name _____