



Millbrook After School Club,  
Gews Corner, Cheshunt, Hertfordshire, EN8 9HF.  
Tel:07806 260776

### Millbrook After School Club Contract with Parents

Child's name \_\_\_\_\_

Parent or carer's name \_\_\_\_\_

The cost of after school club is £10.00 per session for the first child and £7.50 for siblings, the club runs from 3.15pm till 6.00pm.

- I consent for my child to attend Millbrook After School Club. 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 Millbrook After School Club is a play setting and that whilst my child is there Millbrook After School Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club.
- Once my child arrives at Millbrook After School Club he/she will be in the care of Millbrook After School Club staff until collected and signed out by an authorised person.
- 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.
- Children attending sport/arts clubs etc. after school will still be charged at the same rate and they will be collected from the club and snack will be reserved for them.
- I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays).
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Millbrook After School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.



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- Millbrook After School Club closes at **6.00pm**. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible on: 07806260776.
- **If I do not collect my child by 6.00pm I will pay a charge of £5.00 per quarter of an hour to cover the costs of the staff who 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 Millbrook After School Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Millbrook After School Club 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 whilst at the Club.
- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Millbrook After School Club involving my child, I will be informed.
- 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 Millbrook After School Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Millbrook After School Club 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 understand that aggressive and abusive behaviour towards staff will not be tolerated.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_