



**Contract**  
between  
**Cavendish Close Infants and Nursery School**  
and

**Parent / Carer name:** .....

Parent / Carer date of birth: .....

Address:  
.....  
.....  
.....  
.....

Postcode: .....

Telephone details:  
Home: .....  
Work: .....  
Mobile: .....

**The above parties agree that (child's name).....  
will be placed at**

**Cavendish Close Infants and Nursery School  
Wood Road  
Chaddesden  
Derby  
DE21 4LY**

**to access After School Club.**

The parent / carer named above is responsible for ensuring information provided to the After School Club remain up to date at all times.

Parent / Carer signature: .....

Date: .....

**Your responsibilities as a parent / carer are:**

- ❖ **To inform the provision if your child is going to be absent for any reason.**
- ❖ To ensure your child is well enough to attend their session. You must inform the provision if your child has been or is unwell.
- ❖ To inform and keep the provision up dated of any medical conditions your child may have.
- ❖ To inform and keep the provision up dated of any specific dietary requirements your child may have. This could include medical, cultural or religious needs and will enable us to meet your child's individual needs.
- ❖ To inform and keep the provision up dated of any allergies that your child may have or any concerns relating to this.
- ❖ To inform the provision of any accidents or injuries that your child may have sustained whilst not attending the provision.
- ❖ To commit to providing your child with a regular attendance pattern and collecting them promptly at the end of their session. Failure to collect your child on time will result in you incurring late charges.
- ❖ To inform the provision of any changes in collection arrangements that may differ from the details provided during initial registration.
- ❖ To inform and keep the provision up dated with information regarding legal contact and who has parental responsibility.
- ❖ To inform and keep the provision up dated with information regarding emergency contacts, change of workplace, home address or family details.
- ❖ Parents must decide if their child is able to come down from the Junior School independently before they enter into the contract with the After School Provision.

Parent / Carer signature: .....

Date: .....

**Our responsibilities as an After School Club provision are:**

- ❖ To work in partnership with you at all times.
- ❖ To ensure the safeguarding of your child. To discuss and raise any child protection issues with you and / or social care team.
- ❖ To keep all information confidential in accordance with Derby City Council data protection policy.
- ❖ To inform you and make a log of any accidents / injuries your child has sustained whilst attending the provision.
- ❖ To inform you and make a log of any incidents you child has been involved in whilst attending the provision.
- ❖ To administer first aid and seek emergency treatment if necessary.
- ❖ To contact you or anyone else named in the emergency contact details in the event of an emergency or your child becoming unwell.
- ❖ To not accept responsibility for the loss or accidental damage of jewellery, money or other valuables left within the provision.
- ❖ To do our utmost to meet individual children's dietary requirements and cater for them wherever possible within the provision.
- ❖ To allow parents / carers with legal contact / parental responsibility access and information to your child.
- ❖ To manage children's behaviour in a positive manner in line with the provisions current policy / procedure.
- ❖ Cavendish Close Infant School will not collect Junior School children at the end of the school day, but will have a member of staff at the door to admit them to the after school provision
- ❖ Staff in the After School Club will make enquiries with parents if children from the Junior School do not appear at the club when they are expected.

Parent / Carer signature: .....

Date: .....

## Session arrangements and fees

### Your responsibility as a parent / carer are:

- ❖ To arrange a suitable method of payment before your child starts at the provision.
- ❖ To pay fees in advance in full by the due date specified at your child's provision.  
The following payment methods are available:  
Cheques made payable to Derby City Council  
Cash at reception
- ❖ To collect your child promptly after their session. Late charges will be added in the event of you adhering to this, these are as follows:  
£5 for the first 15 minutes and then an additional  
£5 for every additional 5 minutes there after
- ❖ To give four weeks' written notification if you wish to withdraw your child from the provision or reduce your child's contracted sessions.
- ❖ To give written notification if you wish to increase your child's contracted sessions. The provision will accommodate where possible any changes subject to availability.
- ❖ To pay in full for sessions during periods of absence including sickness, holidays or early collection.
- ❖ To pay in full for any additional sessions that you request that are not part of your contracted sessions.
- ❖ To inform the school of any financial difficulties you are experiencing.

Parent / Carer signature: .....

Date: .....

## Session arrangements and fees

### Our responsibilities as a school are:

- ❖ To provide after school provision throughout school term time dates excluding public holidays, and school inset days. Prior written notice will always be given.
- ❖ To inform and discuss payment options available to you.
- ❖ To provide you with four weeks written notification of any increase in your fees.
- ❖ To review the fee structure on a six monthly basis, this will usually take place in September and March. Four weeks' written notice will be given of any changes to fees.
- ❖ To give notice of any unexpected closures that the provision may need to take due to unforeseen circumstances. In the unlikely event of this taking place then all fees paid for such sessions will be reimbursed.
- ❖ To do our utmost to accommodate any requests to change your contracted sessions or provide additional sessions wherever possible.
- ❖ To support families to access any financial help for they may be entitled to support the payment of fees.
- ❖ To adhere to our debtor policy at all times.
- ❖ To support parents to manage debts. In circumstances where fees remain unpaid for two months then your child will be excluded from the provision and the registration terminated.

Parent / Carer signature: .....

Date: .....

Head teachers signature: .....

Head teacher print name: .....

Date: .....

### Session arrangements

Please place a tick in each appropriate box:

Monday	3.15pm – 6pm	
Tuesday	3.15pm – 6pm	
Wednesday	3.15pm – 6pm	
Thursday	3.15pm – 6pm	
Friday	3.15pm – 6pm	

Parent / Carer signature: .....

Parent / Carer print name: ..... Date: .....

Manager signature: .....  
(on behalf of the setting)

Manager print name: ..... Date: .....