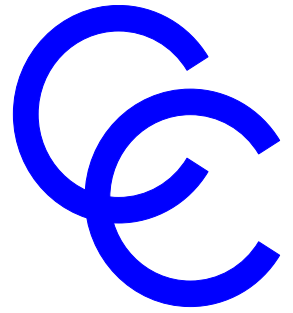




DERBY CITY COUNCIL



Contract

between

Cavendish Close Infant School
Breakfast Club

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 Infant School
Wood Road
Chaddesden
Derby

to access breakfast club provision.

The parent / carer named above is responsible for ensuring information provided to the breakfast club provision remains 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 or late 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 has sustained whilst not attending the provision.
- To commit to providing your child with a regular attendance pattern at the provision
- 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.

Parent / Carer signature:

Date:

Our responsibilities as a breakfast 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 the 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 your 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 only 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.

Parent / Carer signature:

Date:

Session arrangements and fees

Your responsibilities 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 give four weeks' written notification if you wish to withdraw your child from the nursery 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 and holidays.
- To pay in full for any additional sessions that you request that are not part of your contracted sessions.
- To inform the provision of any financial difficulties you are experiencing.

Parent / Carer signature:

Date:

Session arrangements and fees

Our responsibilities as a breakfast club provision are:

- To provide breakfast club 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 one month written notification of any increase in you 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:

Parent / Carer print name: **Date:**

Head teachers signature.....

Head teacher print name: **Date:**

Session arrangements

Please place a tick in each appropriate box

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Breakfast Club provision will be provided from 7:45 am until 8:45am during school term times only (holiday dates available from school reception).

Parent / Carer signature:

Parent / Carer signature: Date:

Head teachers signature:

Head teacher print name:Date: