

SCHOOL COPY



Parent/Carer Link Club Contract

Child's Name: _____ **Parent/Carer Name** _____

- I consent for my child to attend St Basil's Link 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 St Basil's Link Club is a play setting and that whilst my child is there St Basil's Link Club is legally responsible for him/her.
- My child will be provided with breakfast consisting of a variety of cereals and toast whilst at the club unless otherwise requested.
- All payments will be made via 'School Gateway' and will be made by the 1st of each month.
- My bookings will consist of the same weekly sessions every month.
- I will give written notice by the 15th of each month to cancel any of my booked sessions for the following calendar month. I understand that this will be reallocated by the Link Club.

Charges are as follows:

Breakfast Club (7.45-8.50)	£5.00
After School Club Monday to Friday (until 5:30pm – includes snack)	£9.25

- I will pay on a monthly 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 School Office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- Whilst St Basil's Link 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.
- The Link Club sees communication with parents as very important so if there are any accidents or incidents at St Basil's Link 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 St Basil's Link Club will sign any consent forms necessary for treatment on my behalf.
- Information held by St Basil's Link 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 any inappropriate behaviour in school or within the Link Club may result in my child being unable to attend Link Club.

- When paying by Childcare Vouchers I will ensure payment is made in full if the vouchers do not cover the full cost. It is my responsibility to monitor payments and ensure the full amount is paid before the start of each month. Failure to do so may result in my child's place at Link Club being withdrawn.
- I understand that school will take steps to recover any outstanding arrears.
- I will give written notice (send email to sec.stbasils@haltonlearning.net) by 15th of each month if I no longer wish to use the Link Club and want to cancel my child's place.
- I will give notice by 15th of each month if I wish to request any changes to allocated sessions. I understand that the Link Club may not be able to accommodate my requests.

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

Signed _____ **Print name** _____

Date _____

PARENT COPY



St. Basil's
Catholic Primary School
We love, learn and succeed together

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