



## **TERMS & CONDITIONS**

September 2019

Child's Name.....

Parent/Carer's Name.....

1. I consent to my child attending Balgowan Buccaneers and understand that Balgowan Primary School manages this club in accordance with policies in place within the school, including; Safeguarding, Behaviour Management, Inclusion, Equality, Complaints, GDPR and others.
2. I understand that Balgowan Buccaneers are a service and that Balgowan Primary School will be responsible for my child whilst in attendance. If my child attends an afterschool club or activity, the leader of that club will have responsibility for my child during his/her attendance at it until he/she is collected by a member of Balgowan Buccaneers staff.
3. A registration form must be completed before my child will be allowed to stay in the Balgowan Buccaneers.
4. Places must be booked in advance to ensure a place is available for my child.

## **DAILY PROCEDURES**

5. Children should be dropped off at the main school entrance and brought onto the premises by the parent/carer to ensure they arrive safely. The morning session starts at 7.30 am and children must be signed in on arrival.
6. The infant children attending the Balgowan Buccaneers in the morning will be escorted to their classroom in time for the start of school at 8.55 am. The junior children will be escorted to the Junior School playground by 8.45 am where they will line up with their classes.
7. After school the infant children will be accompanied to the Balgowan Buccaneers by staff and the junior children will be dismissed directly from their classroom and make their way down to the club to be registered.
8. On arrival children will be offered breakfast in the morning and a light meal in the afternoon. They will also have access to drinking water as and when required.
9. If your child attends an after school activity, staff can, with notification upon booking, arrange to collect your child once the club has finished. You should also inform the afterschool club that your child will be attending the Balgowan Buccaneers directly afterwards so they know who to release your child to.
10. Parents collecting their children should ensure their child is signed out on departure. Balgowan Buccaneers closes promptly at 6 pm.

## **FINANCE & BOOKING**

11. An invoice will be issued each term for the following term. Full payment of the invoice should be made to the school before the start of the term to guarantee a place in the club.
12. Payment can be made by bank transfer, Cheque or child care vouchers. For a full list of the childcare voucher providers with whom the Balgowan Buccaneers are registered please refer to the registration form of the club webpage. Please note **we do not** accept cash payments.

13. The number of sessions required need to be completed on the booking form. The sessions indicated on this form will remain in place on a rolling basis until we are informed otherwise.
14. A period of four weeks notice is required if my child is going to leave or if I am making alterations to the number of days they attend.
15. A charge may be made for late payment of invoices.
16. Refunds cannot be made for non-attended sessions due to absence or illness.
17. Refunds of deposits can not be made if it is decided that the club place is no longer required.
18. Balgowan Buccaneers sessions end **promptly at 6.00 pm**. Late fees will apply at the rate of £10 per child for every 15 minutes after 6.00 pm.
19. The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour affecting the wellbeing of Balgowan Buccaneers in general.
20. If I do not collect my child by 6.30 pm and staff have been unable to reach me or any other emergency contact, I understand that the staff will follow the school's procedure for uncollected children held within the Safeguarding Policy (available to download from the school website).
21. I will supply any additional information which may be significant in caring for my child, e.g. allergies, medical or behavioural conditions or specific care plans.
22. I give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health & safety.
23. I have read the school's Behaviour Policy and understand that the staff working within Balgowan Buccaneers will adopt the main principles held within it. Children are expected to show good behaviour to staff and other children. I understand that if staff have any concerns regarding my child's behaviour they will notify me the same day.
24. In line with school policy, Balgowan Buccaneers cannot accept responsibility for valuables.
25. Payments must be made in advance. Should payments not be made we reserve the right to ask you to withdraw your child from Balgowan Buccaneers.
26. Information held by Balgowan Buccaneers regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Safeguarding Lead has a legal duty to pass certain information onto external agencies including; Local Authority Designated Officer for Safeguarding and Social Care in line with the school's Safeguarding Policy.

I confirm that I have read, understood and agree to the conditions above:

Signature of Parent/Carer ..... Date .....

We understand that there may be occasions when problems with travel result in you having to make alternative arrangements for your child to be collected. Please ensure that you have completed the 'Emergency Contacts & Collection Arrangements' section of our Registration Form.