



Wombwell Park Street Primary School

Kidz Club School/Parent Agreement 2023-24

Aims

To support working parents with a daily after school childcare provision from 3.15pm until 5.45pm by providing planned play activities on a term time only basis.

Please note that pupils should be collected promptly at the end of their session to allow for the building to be locked up promptly at 6pm by an external company.

School will:

1. Be responsible for the care and supervision of children. School staff will treat pupils with respect at all times. Children will not be allowed to leave the Kidz club room on their own or be left unsupervised at any time.
2. Ensure the health and safety of the children under their care. We will comply with legal guidelines/standards relating to the adult/child ratios.
3. Provide at least four weeks' notice, in writing, if any change is to be made to this contract. The sessions and associated charges currently are:
1st session - 3.15pm – 4.15pm - £4.00, **2nd session** - 3.15pm - 4.45pm - £6.00, **3rd session** - 4.15pm – 5.45pm - £6.00, **4th session** - 4.15pm – 4.45pm - £2.00, **Full session** -3.15pm – 5.45pm - £10.00.

A small snack is provided to a child attending any session and a more substantial snack/light tea provided for children staying for the full session.

Parents must:

1. Book Kidz Club sessions using the School Gateway. Bookings should be made at least 48 hrs in advance to secure a child's place and sessions paid for in advance. The school reserves the right to withdraw a child's place in the club if fees are not paid in full. Advance booking is essential in order that the provision for the club can be prepared and plan adequate supervision in line with local authority requirements. We cannot guarantee places to pupils turning up on the day due to limited spaces.
2. Provide 48 hours' notice for cancellations in order for a refund to be made. Booked sessions where the cancellation notice is less than 48 hours will be charged in full.
3. Collect their child(ren) from Kidz Club **promptly** at the end time of the session to avoid incurring additional charges.
4. Inform the Kidz Club Leader on **07732382161** of any change to pick up arrangements or if they think they are going to be late collecting their child. Bookings may be withdrawn if collections are consistently late.
5. Keep the school informed of any change of emergency contacts via the school office as well as notify the Kidz Club Leader.
6. In the event of a parent wishing to make a complaint, this should be made in the first instance to the Kidz Club Leader, Mrs Stevens. If a parent is still concerned then the matter should be referred to Mrs Lawson, Head Teacher.

Pupils must:

1. Treat staff with respect at all times
2. Continue to follow the school Golden Rules
3. Play and learn alongside other children in an amicable manner
4. Inform a member of staff if they need to leave the provision for the toilet etc.