



### Dilkes Academy

## After School Provision Contract Agreement 2024/25

I understand the following:

- After School Provision operates from 3:15pm to 6:00pm, term time only.
- The cost is £15.00 per session, and £12 for subsequent siblings, **payable in advance** at the start of each week via Arbor. The parent/carer signing this agreement is liable for paying the fees.
- Even if my child does not attend all their booked sessions in a week, due to illness, holiday, or other circumstances, missed sessions will still be charged as the Provision has the same daily staffing costs.
- Children in Reception, Year 1 and 2 will be collected by a member of the provision staff directly from their classroom; Children in years 3, 4, 5 and 6 will make their way directly to the Hall to be greeted by a member of the provision staff. The provision staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- My child(ren) will be provided with a drink and a snack.
- 5:45pm is tidy up time, encouraging the children to take responsibility for the environment
- My child(ren) may take part in messy activities while at the Provision. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- When collecting my child(ren) at the end of or during a session, I or my named collector must first make our presence known to a member of the club staff.
- After School Club closes at 6:00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the After School Club staff as soon as possible.
- If my child(ren) is not collected by 6:00pm. I will be charged the following fees on top of the normal session charge:  
6:00 - 6:15pm + £8                      6:15 - 6:30pm + £15
- If my child has not been collected by 6:30 pm, and the provision has been unable to reach me or any of my emergency contacts, I understand that the After School Provision will follow its Uncollected Children Policy and contact Social Services. Additional charges will be made for children collected between 6:30 – 7:00pm of £30per child.
- Whilst the After School Provision 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.
- After School Provision is a play setting and whilst my child is there the Provision is legally responsible for him/her.



# CATALYST

## ACADEMIES TRUST

- The Provision has policies and procedures (available for reference at the Provision), and that there are expectations and obligations relating both to the club and to myself and my child(ren), and I agree to abide by them.

I will give one weeks' notice of cancellation should I no longer wish my child(ren) to attend the After School Provision.

I confirm that I have listed the names of those persons who may collect my child(ren) in the section below and I understand that it is my responsibility to keep the list updated.

I will inform the school as soon as possible of any change of day/s or circumstances as necessary.

I agree to my child(ren) receiving medical treatment by a qualified first aider or medical professional in the event of an emergency and that I will be contacted as soon as possible.

I confirm that I have supplied all the current medial/dietary/health information and contact details relating to my child(ren) and understand that I am responsible for updating these details and supplying any other information the After School Provision Staff may need in the future.

**I authorise the following persons to collect my child(ren) from the After School Provision on my behalf**

Name	Relationship to child(ren)	Contact number	Password

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

I wish my child(ren) \_\_\_\_\_

to attend Dilkes Academy After School Provision each week from (date): \_\_\_\_\_

Days required: Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Allergies/diet/health concerns: \_\_\_\_\_



# CATALYST

## ACADEMIES TRUST

Signed: \_\_\_\_\_ Parent/Carer

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Print name: \_\_\_\_\_ Date: \_\_\_\_\_