

Breakfast & After School Clubs

Parent/Carer's Agreement



It is the parent/carers responsibility to:

- Book sessions and pay for the fees in advance via School Gateway. This needs to be by 6pm for breakfast provision for the next day and by 8:00am for after school club on the day. There will be a late booking fee of £1 per child per session if this hasn't happened.
- Inform Breakfast Club staff, in advance wherever possible, if your child will not be attending a session for any reason – please email: afterschoolclub@bowhill.devon.sch.uk or ring on 07939 513178. If your child is off sick for a number of days, please keep us updated.
- After School Club staff need to be informed if your child will not be attending a session for any reason – please email afterschoolclub@bowhill.devon.sch.uk or ring on 07939 513178 or the school office directly (01392 206585)
- Inform the Club Manager of any changes to your contact details or the details of anyone on your child's emergency contact form as soon as possible.
- Inform a member of staff as soon as possible if your child has developed a contagious or infectious disease or infection.
- Please note that any medication can only be administered if prescribed by a GP.
- Complete a medical form, available from a staff member, clearly stating the dosage and frequency, if medication is to be administered by a member of the After School Club staff.
- Inform the school if anyone other than yourself or the person/s named on your child's emergency contact form - will be collecting your child from After School Club.
 - by email afterschoolclub@bowhill.devon.sch.uk
 - or by contacting Ms Woodman on the registered mobile number 07939 513178
- We expect the children who attend before and after school provision to use the same rules regarding their behaviour as they would within school. If however, we feel your child is not being safe, we reserve the right to consider whether they can attend
- Children should always be dropped off and collected by an adult, unless prior agreement a written consent has been given. Please do not allow your child/ren to walk up the school drive unaccompanied.

Cancelling/Swapping Sessions

Please note that we are **unable to refund** cancelled and/or missed sessions. This includes for sickness. Swapping sessions will be considered providing there is a minimum of one week's notice. However the ability to accommodate such a request will depend upon spaces and staffing.

Appropriate staff numbers, spaces and provisions are arranged in advance. Therefore we ask all parents/carers to book sessions carefully to avoid the need for swaps as each request has an impact on administration time. This arrangement will be regularly reviewed.

Please note that a late fee charge will apply at the rate of £5.00 for every 15 minutes late after 5.45pm (ASC only)

I confirm that I have read and understood the above agreement

.....
Signature (Parent/Carer) Date

Verified by a member of staff

Name.....
Date

Signature

Position