



**HALLING PRIMARY SCHOOL**  
**AFTER SCHOOL CLUB & BREAKFAST CLUB**  
**CONTRACT FOR PARENTS/CARERS 2024/2025**

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<b>Child's Name:</b>	
<b>Parent/Carer's Name:</b>	

- I consent for my child to attend After School Club and/or Breakfast Club.
- I have read the schools Behaviour for Learning Policy and understand the expectations relating to both After School Club and Breakfast Club.
- I am responsible for booking my child into Breakfast and/or After School Club via Arbor.
- I understand that After School Club and Breakfast Club are play settings and, that whilst my child is there, the After School Club and Breakfast Club staff are responsible for them.
- Once my child arrives at After School Club, they will be in the care of the club staff until collected and signed out by a parent/carers or an authorised **adult over 18**.
- I understand that I am responsible for accompanying my child to Breakfast Club and for registering them with the staff at the door (adult to adult handover).
- I will notify the Office, **before the start of the session**, if I am, instead, collecting my child from school on a day that they have already been booked to attend After School Club.
- I will notify the office before 4pm if I wish to cancel a Breakfast Club booking for the following day. If I wish to cancel the booking after 4pm I will text the After School Club Manager on **07731 685985**.
- I will update any changes to my child's contact details/medical details on Arbor.
- I accept that my child may, on occasion, take part in messy activities and I understand that I can provide appropriate clothing to accommodate such activities, if I wish.
- **After-School Club closes at 6:00 pm**. If, due to unforeseen circumstances, I am going to be late, I will contact the After School Club Manager as soon as possible on **07731 685985** and no later than **5.45pm**.
- Shorter Session: If I do not collect my child by 4:30pm, I agree to pay the additional £3.50 for the extended session until 6:00pm and I understand that this charge will be added to Arbor.
- If I do not collect my child by 6:00pm, I agree to pay a charge of £1 per minute (per child) to cover the cost of the After School Club staff who are legally required to supervise my child and that this charge will be added to Arbor.
- If I do not collect my child by 6:30pm and After School Club has been unable to reach me or any of my emergency contacts, I understand that the school's Safeguarding Policy will be followed, and social care will be contacted.
- If there are any accidents or incidents involving my child at either club, I will be informed in line with school policy.
- If my child has an accident at either club, they will be treated by a qualified First Aider, and I will be informed in line with school policy.
- I understand that disrespectful or abusive behaviour towards any member of staff from parents and carers will not be tolerated, as detailed in the Parent Behaviour Policy.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**SCHOOL COPY - PLEASE RETAIN FOR YOUR RECORDS**