



After School Club and Breakfast Club

Contract for Parents/Carers (2026-2027)

Child's Name:	
Parent/Carer's Name:	

- 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 understand that breakfast will **not be served after 8:15am**.
- 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 4:00pm if I wish to cancel a Breakfast Club booking for the following day. If I wish to cancel the booking after 4:00pm 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.
- Shorter Session (Mon-Thurs): If I do not collect my child by **4:30pm**, I agree to pay the additional **£3.50 per child** for the extended session until 6:00pm and I understand that this charge will be added to Arbor.
- **After-School Club closes at 6:00pm (4:30pm on Friday)**. 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 (4:15pm on Friday)**.
- If I do not collect my child by **6:00pm (4:30pm on Friday)**, I understand a charge of **£5.00 per minute (per child)** will be added to my Arbor account. This charge will cover the cost of the After School Club staff who are legally required to supervise my child.
- If I do not collect my child by 6:30pm (5:00pm on Friday) and After School Club staff have 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 Code of Conduct Policy.

Name:	
Signature:	
Date:	

PARENT COPY - PLEASE RETAIN FOR YOUR RECORDS