



### Contract of Agreement

This is a contract of agreement made by Mighty Oaks (Acorn Trust) and the parents/carers

of:..... (childs name)

**Sessions Required:** *(Please indicate below as necessary)*

#### Breakfast Club

Please circle days required:  
Mon / Tues / Weds / Thurs / Fri

Times available: from 7:30am until school starts at 9:00am.

Fees: £4.00 per daily session (£20 per full week).  
Fees to be paid weekly in advance on Friday, in a named sealed envelope, for session(s) agreed.  
*Extra/alternative daily sessions may be negotiated with the Before and After School Manager*

#### After school Session

Please circle days required:  
Mon / Tues / Weds / Thurs / Fri

Times available: from 3:15pm – 6:00pm

Fees: £7.75 per daily session (£38.75 per full week). Fees to be paid weekly in advance on Friday, in a named sealed envelope, for session(s) agreed.  
*Extra/alternative daily sessions may be negotiated with the Before and After School Manager.*

#### **Mighty Oaks:**

- We agree to provide all parents and carers with access to our policies and procedures
- We agree to provide your child with a breakfast in the morning and a snack in the afternoon.
- We will provide a structured childcare session including a variety of activities such as crafts, homework help, sport, games and school curriculum links.
- We will work in partnership with the school and parents to ensure a two-way passage of information, comments and ideas
- We agree to administer any medication if required at a certain time or 3 times a day
- We agree to treat your child's information as confidential. However, in certain circumstances, for example if there are child protection concerns, the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- We will inform parents of any accidents or incidents at Mighty Oaks involving your child
- We will ensure all employees working at Mighty Oaks are suitably qualified, trained and DBS checked.
- We may review the fees paid at any time but shall inform you of the revised amount at least one term before it takes effect. If you do not wish to pay the increased fees, you can terminate your contract by giving us 4 weeks notice.

- We may suspend the provision of childcare to your child if you have failed to pay any fees. If within 2 weeks of suspension, fees are still outstanding, we reserve the right to terminate the provision of childcare for your child.
- We will accept cash, cheques, direct debit, child care vouchers and tax free childcare as methods of payment for fees.
- We will provide a 10% discount on fees for siblings. (First child pays full price, all other children pay 10% less)

**Parents/Carers:**

- I consent for my child to attend Mighty Oaks. I understand that the club has policies and procedures (which are available for reference at the club and on the Acorn Trust website), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Mighty Oaks is a play setting and that whilst my child is there Mighty Oaks is legally responsible for him/her.
- Once my child arrives at Mighty Oaks, he/she will be in the care of Mighty Oaks until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on a ½ termly basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- I will pay one week fees in advance of my child starting the club to reserve his/her place. Fees must then be paid on a at least a weekly basis, **in advance**.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- Mighty Oaks After School Club closes at 6.00 p.m. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00 p.m. I will pay a charge of **£5.00 per 15 minutes** to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.15 p.m. and the club has been unable to reach me or any of my emergency contacts, I understand that Mighty Oaks will contact Social Care if appropriate (as per safeguarding policy).
- Whilst Mighty Oaks 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 whilst at the Club.
- I understand the Mighty Oaks **Behaviour Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- I understand that if I have a guaranteed booking, I will give four weeks' notice if I no longer require the place for my child.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

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

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Childs Information

<b>Name of Pupil</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Nationality</b>	
<b>Religion</b>	
<b>Please state which parent(s)/carer(s) the child lives with</b>	
<b>Please state who has legal contact with the child:</b>	
<b>Please state who has parental responsibility of the child:</b>	
<b>Chosen password (for picking up purposes)</b>	

<b>Parent/Carer 1 Name</b>	
<b>Relationship to child (eg. Mother)</b>	
<b>Address (if different from above)</b>	
<b>Postcode</b>	
<b>Home Telephone Number</b>	
<b>Mobile Telephone Number</b>	
<b>Work number</b>	
<b>Email</b>	

<b>Parent/Carer 2 Name</b>	
<b>Relationship to child (eg. Father)</b>	
<b>Address (if different from above)</b>	
<b>Postcode</b>	
<b>Home Telephone Number</b>	
<b>Mobile Telephone Number</b>	
<b>Work number</b>	
<b>Email</b>	

**Authorised people to collect (if different to persons named above):**

<b>Name</b>	
<b>Relationship to child (eg. grandma):</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Home Telephone Number</b>	
<b>Mobile Telephone Number</b>	
<b>Work number</b>	
<b>Email</b>	

<b>Name</b>	
<b>Relationship to child:</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Home Telephone Number</b>	
<b>Mobile Telephone Number</b>	
<b>Work number</b>	
<b>Email</b>	

**Unauthorised people to collect**

**Please state below any unauthorised people who are not allowed to collect:**

<b>Name</b>	
<b>Relationship to child</b>	

<b>Name</b>	
<b>Relationship to child</b>	

**Emergency contacts**

**Please state any emergency contacts if not already listed above**

<b>Name</b>	
<b>Relationship to child</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone Number</b>	
<b>Mobile/Work TelNumber</b>	
<b>Email</b>	

**Medical Details**

<b>Has your child any allergies? If yes, please detail below</b>
<b>Does your child take any medication including the use of an inhaler? If yes, please detail the medication, dosage requirements and times taken. If medication needs to be taken during the Before and After School club, please ask for a medication form – long term or short term.</b>
<b>Does your child have any sight, hearing or speech defects?</b>
<b>Does your child suffer from travel sickness?</b>
<b>Does your child have diabetes, asthma or epilepsy? If so, please ask for a Health Care plan.</b>
<b>Approximate date of last Tetanus</b>
<b>Is there any other health information that you may think may be relevant? Eg. Prolonged hospitalisation, undergoing investigations, medical restrictions re. PE, etc</b>
<b>Does your child have any specific dietary requirements? If so, please give details?</b>
<b>Permission agreed to give my child first aid treatment by staff if necessary and apply plasters to treat small wounds/cuts/grazes</b>
Yes/No (please delete as appropriate)

## Consents

### Medical consent

Should your child require emergency medical treatment I confirm that I am willing for the school representative to sign on my behalf any forms of consent required by the hospital authorities in the event that my son/daughter requires emergency medical treatment, provided the delay required to obtain my own signature might be considered by the doctor/surgeon to endanger my son's/daughter's health or safety.

**Signed**

**Parent/Carer**

**Parent/Carer full name in capital letters**

### IT/Media

I give my consent for my child to :

Access the internet in the before and after school club	YES/NO
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Watch PG rated films at the discretion of the manager	YES/NO
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### Photography consent

I give my consent for my child to have their photograph/video image used for the purpose of:

To record activities that they have been involved in for assessment purposes/OFSTED evidence	YES/NO
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To be used on the school website and/or Mighty Oaks/Bedford hall Methodist school/Acorn Trust promotional literature	YES/NO
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To promote Mighty Oaks or their own achievements in the newspaper when appropriate	YES/NO
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### General

I give my consent for my child to :

Participate in Food Tasting (Please see medical sheet for allergy reporting)	YES/NO
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Have sun cream applied (when required)	YES/NO
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**Signed**

**Parent/Carer**

**Parent/Carer full name in capital letters**