

# Dragon's Den – After School

## Terms & Conditions

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

The following are the terms and conditions for your child/ren attending Dragon's Den out of school club.

All children who wish to attend Dragon's Den will be required to complete a registration form prior to admission to the club.

Dragon's Den After School club operates between 3:30pm – 5:45pm each week day during term time only.

### **Fees payable**

Fees are payable for all booked and additional sessions. Fees are payable in advance either at the

- Beginning of each term OR
- Beginning of each month OR
- Beginning of each week.

Payment can be made either via cash placed in one of the clubs envelopes or cheques made payable to Dragon's Den. This should be placed in the 'Post Box' in Dragon's Den.

Fees will be payable in full for all sessions booked where:

- You choose to take holiday in term time
- Your child is ill and off school
- You have booked a place and your child does not attend, but has attended school during the day.

Please telephone the school office to inform us that your child will be absent from the session.

### **Late charges**

If parents / carers are late in collecting their children they will be asked to pay the staff costs at overtime rate.

**Non Payment of fees**

If you are experiencing any financial difficulties, please speak to the club manager. Non payment of fees for more than two weeks will result in your child's place being suspended until all fees are paid up to date.

**Health & Safety**

To ensure the safety of all children who attend Dragon's Den we require a named person/s that will be collecting your child from the club on a regular basis. This information will be required on the registration form. Please note that we will not hand over any child without prior permission and may contact you to clarify this person.

It is important that we are fully informed and aware of any changes in your child's health. Should your child become unwell or incur an injury in our care we will contact the parent / carer.

In order to meet and maintain food hygiene legislation, we request that children do not consume any food brought in from home whilst attending Dragon's Den.

**Personal Property**

Whilst every reasonable care will be taken, Dragon's Den cannot be held responsible for any loss or damage to a child's property. We request that children's own toys are not brought into the club.

**School Closure**

Where there is a planned closure during term time for INSET training organised by the school, Dragon's Den will be closed. Fees will not be payable for this day.

Where there is unexpected school closure due to inclement weather, flooding or industrial action, Dragon's Den will be closed. Fees will not be payable for this day, any fees already paid will be returned or credited back to the parent.

### **Behaviour Management**

Everybody is encouraged to treat each other with care and respect and behave in a manner this is acceptable. Children who attend Dragon's Den are supported to develop their own code of behaviour which is displayed within the club. It is our policy that all staff treat respect and that behaviour is managed within a positive framework.

- Continuous unacceptable behaviour will be challenged by staff and recorded in the incident book. Parents will be asked to sign this entry.
- If there is no improvement in the behaviour, parents will be invited to discuss the matter further and agree an action plan.
- If the behaviour still does not improve than an individual behaviour action plan will be drawn up and a copy given to the child and parent.
- Where a child is continually violent, disruptive or bullying the parent will be asked to keep the child away for an agreed period of time.
- When children and /or their parent display behaviour likely to cause offence Dragon's Den reserves the right to refuse or withdraw the place within the club immediately.

### **Cancellation of place**

If your allocated place is no longer required, Dragon's Den requires 2 weeks notice. This notice is required in writing to be given to the school office. Fees are payable to the end of the period of notice.

### **Complaints procedure**

If you or your child is unhappy with the service or the staff, please discuss your concerns with the club manager on site and the Headteacher. Your concern will be treated with respect and confidentiality.

A full copy of all Dragon's Den policies and procedures are available for parents to read.

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### **Dragon's Den Term & Conditions**

I have read, understand and agree to the terms and conditions of Dragon's Den out of school club.

Signed parent/carer \_\_\_\_\_

Date \_\_\_\_\_