

**Highfield After School Club**  
**Parental Contract**

**Telephone: 07811 254542**

**Hours: 3:15 - 6 pm Monday to Friday**

Welcome to Highfield After School Club. By registering your child(ren) with the Club, you become a member of the Club.

This letter summarises the Club's procedures. Please take the time to read and absorb them. The following policies are available at the club or on the website for you to refer to. If you would like a copy, please speak to a committee member.

Admissions Policy	Play Policy
Health and Safety Policy	Equal Opportunities Policy
Behaviour Policy	Club Constitution
Child Protection Policy	

**Absence from the Club**

It is **vital** that you let the **Play Leader** know **in advance** if your child(ren) will be absent from the Club. Please phone **07811 254542** and leave a message. You will be able to leave messages 24 hours a day, the staff will pick up any messages when they come into the Club. If you wish to speak to a member of staff the phone is switched on between 3 and 6 pm. If your child(ren) are expected to attend the Club and there has been no notification of absence, you or the emergency contact registered with the Club will be contacted. Failing that the Police will be informed that your child(ren) are missing.

**Walkers**

A member of the Club staff will walk children from the junior school to the Club each day accompanied by a parent. A rota of parents will be drawn up at the beginning of each term. Police checking is no longer required as you will never be alone with the children so you can nominate another person to walk instead of yourself. You may also want to tell the Club staff of any days that would be better for you to walk on and they will try to accommodate your wishes if possible.

You need to be at the side door of the Junior School by 3:25 p.m. on your allocated day. If you have a child to collect from the infants department you can arrange for your child to go to the Club until you arrive with your group.

**If a parent repeatedly fails to turn up for walking duty, then that parent jeopardises their child's place at the club.**

**Food**

Your child(ren) will be provided with a light snack and a drink each day at the Club. It is important that you inform the play workers of any dietary requirements. This information should be recorded on the Registration Form.

**Withdrawing you child(ren) from the Club**

You must give **one month's written notice** if you intend to withdraw your child(ren) from the Club.

### **Collection**

Please collect your child(ren) no later than 6pm when the Club closes. It is **vital** that you inform the play leader if somebody else is collecting your child. If due to unforeseen circumstances you get held up and are going to be late collecting your child please phone the staff on **07811 254542** so that they can make suitable arrangements.

### **Payment**

You will be billed monthly. Bills should be collected from the Club during the first week of the month. Payment should be by cheque, made payable to **Highfield After School Club**, cheques should be sent to the Treasurer, whose address will be given on the bills.

### **Information held at the Club Premises**

A file containing the following documents will be available for reference at the Club:

- Copies of all the policies and forms
- Insurance and Social Service Registration Documents.

Notices will also be posted on the notice board on the wall outside the Club, please check it regularly. Throughout the year you will also receive information and newsletters about any developments/changes happening at the Club.

### **Meetings**

Committee meetings are held twice termly. Any parent is welcome to discuss and comment on the running of the Club. One of the meetings will be an Annual General Meeting when the new committee will be elected for the forthcoming year.

**If you need any clarification on any of the above please contact the chairperson.**