



# Darby's Contract

## Darby's opening hours

Breakfast:	7.45am – 8.50am
Morning Wraparound:	8.50am – 11.30am
Lunch (Nursery only)	
Afternoon Wraparound:	12.30pm – 3.10pm
Teatime:	3.10pm – 6.00pm

## Fees and Payment Policy

Darby's understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children has financial implications in order to ensure the continued high standards and sustainability of Darby's. It must ask that parents and carers respect its policy in respect of fees:

- Fees are invoiced half termly and are payable in advance on the due date.
- Fees not paid on the due date as stated on the invoice will incur a £20 charge.
- The manager has the right to issue a formal warning to a parent/carer and inform that continued late payment will result in their child's place at Darby's being terminated.
- You as a signatory to this contract are responsible for paying your fees on time, and you will be in breach of this contract if fees are not paid by this date.
- Full fees are payable throughout the school term. This includes contracted sessions when the child does not attend for any reason, including: illness; holidays during term time; school trips; or if DPS is closed or is required to close by SMBC. Fees are non-refundable except at the discretion of the Board of Governors.
- No fees are payable outside the school term time, for bank holidays in school term time, or for school INSET days. Holiday Club is available to book separately, subject to availability.
- When fees are reviewed any alterations will be notified well in advance.



### **Provision**

Four weeks written and paid notice is required for any permanent change in sessions or should you decide to terminate your child's place.

- At least 48 hours' notice is required when booking an ad hoc session. Bookings will only be taken during the current half term and will be charged at the ad hoc rate, subject to availability.
- Contracted provision CANNOT be swapped. If you require an additional session, this will be charged as an ad hoc booking, subject to availability.

### **Arrivals, departures and penalty fees**

Your child will not be allowed into Darby's until the start of their pre-booked session. The entrance will be available for you to wait in - children must not be left here unsupervised.

Please notify Darby's if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the Child Information Form. A password system may be used for authorised collections.

Failure to inform us of a late pick up may result in the emergency carer being contacted. You will incur a late fee after the collection time of the session. The person collecting will be required to sign a late form detailing the actual time of leaving Darby's.

Repeated late collection will be a breach of the contract and may lead to your child's place being terminated.

Teatime Club is open until 6pm each evening. It is highly recommended that you arrive at least 5/10 minutes earlier than this to give you and your child time to get ready for leaving by 6pm. We are not insured to care for the children after this time and therefore will not be covered for any accidents or incidents.

### **Absence and Holidays**

We would appreciate as much notice as possible if your child is going to be absent, including illness, holidays, school trips or if your child is going to a friend's house. We also need to know if your child will be attending any extra-curricular activities after school (e.g. Sports clubs, tournaments, cookery and music etc).

**Clothing**

Whilst all reasonable care will be taken, we cannot take responsibility for loss or damage to clothes or any other property brought into Darby's. Clothes and all other property should be clearly marked with the child's name.

Children spend a lot of time being creative. During these times we do encourage the children to wear aprons however we would not stop a child's creative moment by making them wear an apron.

**Safeguarding Children**

Darby's at Dorridge abides by the schools safeguarding Policy. As with all child carers, our organisation is obliged to report any concerns about the welfare of children. Staff members have the obligation to report concerns included in their contract of employment.

**Policies**

Darby's abides by the school's policies; copies of which are available from the school office.

Darby's will access data and policy information held by Dorridge Primary School including contact information, photo consent and local walks. In line with GDPR (General Data Protection Regulation).

**DECLARATION BY THE PARENT/GUARDIAN:** I confirm that I have read and agreed the information above and understand this document constitutes a legal contract for childcare and that both parties are bound by its provisions.

Contract agreed by Parent/ Carer                      Childs Name.....

Signature..... Name..... Date.....

Contract agreed on behalf of Darby's at Dorridge Primary School

Signature..... *J Hales*                      *G Thelwell*,                      Mrs J Hales & Mrs G Thelwell- Head Teachers

Please return one copy and keep one for your records

