



# Darby's Contract Holiday Club

## Darby's Holiday Club opening hours

Extended Day Provision	8.00 am - 5.30 pm
Day Provision	9.00 am - 3.30 pm

## 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. Darby's Holiday Club is only available to children attending Dorridge Primary School. Darby's must ask that parents and carers respect its policy in respect of fees:

- 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 the due date.
- Full fees are payable in advance by the due date for all contracted sessions. This includes contracted sessions when the child does not attend for any reason, including: illness; or if Darby's is closed (e.g. due to bad weather or other unforeseen circumstances), or required to close by SMBC. Fees are non-refundable except at the discretion of the Board of Governors.
- Fees are payable on receipt of an invoice, by the due date. Only confirmed booking forms will be invoiced.
- No child will be admitted to Holiday Club if full fees have not been received by the due date.
- When fees are reviewed any alterations will be notified well in advance.
- Any parent/carer that has an outstanding debt with Darby's will not be able to book for Holiday Club until the debt is cleared.



### **Provision**

Holiday Club provision is only bookable via a booking form, subject to availability and receipt of confirmation via an invoice.

- Ad hoc bookings will not be taken.
- Contracted provision CANNOT be swapped.
- You are liable for the booking, upon receipt of confirmation and invoice.

### **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.

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.

Holiday Club is open until 5.30 pm. 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 5.30pm. We are not insured to care for the children after this time and therefore will not be covered for any accidents or incidents.

### **Absence**

We would appreciate as much notice as possible if your child is going to be absent, including illness or not attending Holiday Club for any other reason.



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

Please return one copy and keep one for your records

