



The Den Before & After School Club

Coppice Academy, Coppice Road, Solihull, B92 9JY

School Office: 0121 705 3504 Email: theden@coppice.solihull.sch.uk

Contract between Parent/carer & The Den

The Den is operated by Coppice Academy

Fees: The Procedure for Payment of fees at The Den has been established to ensure the continued high standards and sustainability of The Den. The Den is a non-profit organisation; the level of fees will be set by School Governors and reviewed annually. Payment of invoices on time is vital for The Den to pay its expenses.

Fees are payable one month in advance as notified by the service. **Fees not paid on the due date as stated on the invoice will receive a late payment email & incur a £10.00 admin charge per reminder letter.** The Den reserves the right to take appropriate legal action to recover the outstanding fees.

- *The manager has the right to issue a written reminder to the parent/carer and inform them that continued late payment will result in their child's place at the club being forfeited.*
- *Full fees are payable throughout term-time, when the club is open. This includes contracted sessions when the child does not attend due to attending an after school club, illness or holiday.*
- *Care in addition to contracted hours will incur 25% ad hoc rate per session or per hour.*
- *We do not open therefore we do not charge for Bank Holidays, however Inset days and school holidays will be charged separately, dependant on your booking requirements.*
- *When fees are reviewed, any alternations will be notified well in advance. You as the signatory to this contract are responsible for paying your fees on time, and it will be a breach of this contract if fees are not paid by the due date.*
- ***Four weeks written and paid*** notice is required if a parent wishes to end their contract or permanently cancel sessions.

Arrivals and Departures

The club operates Monday through Friday from 7.45am - 6.00pm. **Late collection will incur a charge of £5.00 per 15 minutes after contracted session. Parents are asked to please collect their children upon or before 6.00pm.** We are not insured to care for the children after this time and therefore will not be covered for any incidents or accident. Any parent picking up their children **after 6.00pm will be documented and parents will be charged £10.00 per 15minutes.** If a parent/carer knows that they will be late they are asked to notify the club. Repeated late arrival will be a breach of this contract and may lead to exclusion from the club. We understand that sometimes there are special circumstances, so staff members will be flexible to assist parents wherever possible if something unexpected arises.

Note: Should unfavourable domestic issues arise, please resolve the matter of collecting your child as The Den cannot legally prohibit any parent from collecting their child – unless there is legal documentation.

Absence/Holidays

We would appreciate as much notice as possible if your child is not going to attend sessions, including notice of holidays. It is also essential that parents inform staff of their child's attendance at a school led club.

Whilst all reasonable care will be taken, The Den cannot take responsibility for loss or damage to clothes or any other property brought into club. All property should be marked with your child's name.

Safeguarding Children – The Den abides by the school's Child Protection Policy and 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.

DECLARATION BY THE PARENT/CARER OF:

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

Signature Name Date.....

CONTRACT AGREED ON BEHALF OF THE DEN AT COPPICE

Signature Name Date

Copies of this contract will be issued to all parties.



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Parental Consent Form for:

Photographs using The Den equipment

Data Protection Act 1998:

The club will not use personal details including full name of any individual in a photographic image, on our website or in any other printed material without consent. Generally, images of individuals will not have an accompanying name in the text; we will not use a photograph of that individual unless specific permission has been granted.

Press/media release work.

The setting will notify parents and obtain separate permission before speaking to the press/media concerning any content featuring their child.

Please tick

I **do not** wish my child to be photographed

I give consent for my child to be photographed during sessions for displays.

I give permission that occasionally the setting may need to put pictures of my child taking part in various activities on Coppice School website including newsletters.
Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies.

Outings Permission (Inset and Holiday provision only)

I understand that I will be given details of any planned trips outside the school grounds in advance; permission will be given for this separately E.g. Solihull, use of local transport and visits to local attractions.

Social Media Consent

I give consent for photographs taken of my child during sessions for use on social media. This will be primarily for use on the schools own platforms but may, on occasion, be used as part of our wider marketing strategy"

Parental Guidance (PG) DVD Consent

I give permission for my child to watch PG DVDs as deemed appropriate by The Den

Name of Parent/Guardian:

Signed: **Date:**