



Middleton-in-Teesdale Primary School, Town End, Middleton-in-Teesdale,
County Durham, DL12 0TG

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Dawn-till-Dusk Holiday Club Parental Agreement Contract

We aim to have a partnership between Dawn-till-Dusk staff working with parents and carers to meet the needs of the children, both individually and as a group.

Information to parents that must be adhered to at all times–

- 1 Dawn-till-Dusk Childcare is open from 7.30am to 9.00am and 3.00pm to 5.30pm, term time and 7.30am –5.30pm during school holidays
- 2 Dawn-till-Dusk holds policy documents that must be adhered to at all times and copies are available upon request.
- 3 Dawn-till-Dusk will share information to parents via telephone, text message, email, notice board and letters home on a regular basis and prompt action will be taken if any concerns are raised.
- 4 Our daily routine and activities will be planned around the children and their ages and stages of development.
- 5 Persistently disruptive behaviour by a child would result in the incidents being reviewed and recorded.
- 6 Dawn-till-Dusk reserves the right to exclude a child on the grounds of persistently disruptive behaviour where it affects the well-being of others.
- 7 Any problems which cannot be satisfactorily resolved between parents and staff may be referred to the management in line with the organisations complaints procedure.
- 8 All fees will be paid to Dawn-till-Dusk in advance of their child attending Holiday Club. Parents may use Childcare vouchers and will require Dawn-till-Dusk Ofsted Number to do so. Ofsted registration number is: EY274336.
- 9 Parents may pay fees by BACs. Details required are-
Dawn-till-Dusk Childcare Barclays Bank Plc Sort Code: 20-25-29 Account Number: 90369756 - Ensure you enter your child's name as reference
Please note any parent who pays consistently late may be refused the right to make payments via BACs and will be requested to pay directly to the Manager.
- 10 Bookings for holiday club will not be refunded for any reason

Company Limited in England and Wales No: 04896154

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Standard cancellation/booking fees will apply, as detailed below:

- 11 Booking fees of full session rates will apply to all non-attendees that do not contact a member of staff.
- 12 All parents of children using the group are requested to be supportive to the Manager and the staff within Dawn-till-Dusk.
- 13 Children should be collected promptly at the end of a booked session. Where a parent is late in collecting a child, Dawn-till-Dusk reserves the right to charge a late fee, £5.00 for every 15 minutes late or contact us if you are going to be late. If a parent cannot collect their child at the allocated time, they must inform Dawn-till-Dusk staff immediately.
- 14 Children are not allowed to leave the group, unless accompanied by their parents or other nominated adult. If another adult is collecting your child, you must let Dawn-till-Dusk know. Emergency contacts from the registration form will be used.
- 15 Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to their child being excluded.
- 16 All staff are aware of the need to maintain confidentiality about matters concerning families and children.
- 17 Dawn-till-Dusk ensures to provide a safe and caring environment free from discrimination, any discriminatory behaviour by children, parents or staff will be challenged and not tolerated.
- 18 Records will be kept containing details about the child, including health, religion and diet information, parent emergency contact details, child protection records if applicable and appropriate signed consent forms. Parents if requested to complete or sign such forms must do so promptly or your child may be refused a place.
- 19 Observations will be carried out during the session and those children who have tapestry will be recorded. A journal of our holiday club will be kept as evidence.
- 20 In the event of staff sickness or emergency situations (such as Covid infection, building fault) Dawn-till-Dusk reserves the right to close the setting at short notice. We will endeavour to let parents know in advance where possible.
- 21 Parents must take responsibility for their children's belongings and teach children to do the same. Dawn-till-Dusk accepts no responsibility for lost or damaged property. Likewise Dawn-till-Dusk staff will not spend time searching for lost or missing property.
- 22 Children must not bring in any electrical devices such as Ipads, tablets, laptops, mobile phones or Ipod's. Likewise no game consoles. This is in line with our use of mobile phones and cameras policy.
- 23 Dawn-till-Dusk staff encourage independence at a high level appropriate to the child's age. Parents are asked to be supportive of this and support staff in teaching children about caring for each other and the setting by being responsible.

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24 When attending Dawn-till-Dusk, children must bring appropriate clothes for outside play including a rain coat and shoes and a sunhat and sun cream for hot weather. We will be outside in all weathers.

Please sign below to confirm you have read and understand the parental contract agreement and recognise that by doing so you are agreeing to the contract.

Signed:

Print:

Date: