



Zest Manager: Rachel Arrowsmith 07562 388271
 Christ the King School, Firs Avenue, Alfreton
 Email: alfreton.zest@valleycids.co.uk



Contract with Parents

Child's Name

The Zest Breakfast Club at Christ the King Primary School is run by Valley CIDS, a local registered Charity. Zest provides a healthy breakfast and a caring environment where children are safe and actively engage in activities before being transferred to the school staff.

Breakfast Club Contracted Hours fee 7:30 – 8:45 £4.50, 7:45 – 8:45 £4.00, 8:00 – 8:45 £4.00

Please tick to indicate days required:

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
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Breakfast Club flexible session fee 7:30 – 8:45 £4.75 7:45 – 8:45 £4.25, 8:00 – 8:45 £4.25

Please tick to indicate days required:

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
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Toast Club 8:30 – 8:45 £1.50

Please tick to indicate days required:

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
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After School club contracted hours: 3.15pm until 5.15 pm Fee £7.25 (Nursery children collected from 2:45 pm)

Please tick to indicate days required:

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
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After School club early pick up contracted hours: 3.15pm until 4.00pm Fee £3.50

Please tick to indicate days required:

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
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The Club agrees to:

- Care for the child during contracted hours and hand over the care of the child to the school appropriately when the Breakfast Club ends. The Club has no legal responsibility for children before the start of the breakfast club i.e. 7:30 am or after 8:45am or once the after school club closes. A Transfer of Control Agreement is in place between the school and Valley CIDS from 8:45am.
- Comply with all requirements of registration as laid down by the Local Authority and the Children's Act 1989 relevant to Out of Schools Clubs.
- Comply with all requirements laid down by the Insurance Company.
- Notify the parent /guardian of any accident or injury which occurs whilst the child is in the Club. A form will also be placed in the child's school bag and a copy emailed to the address given on the registration form with details of the accident.
- Be available at a mutually convenient time to discuss any queries parent/guardian may have concerning their child.
- Provide a choice of healthy breakfast until 8:15am. After 8.15am only toast will be served.
- Payments can be made either by cash, Bacs, cheque (payable to Valley CIDS), or voucher schemes. Please retain a copy of your invoice for future reference. You may need this as evidence for potential benefit claims.
- Inform Ofsted and parents as soon as is reasonably possible if there has been an infectious illness within the Club in accordance with our Breakfast Club and After School Club policies.
- Manage the child's behaviour in accordance with our Breakfast Club and After School Club policies.
- In line with our 'prevent duty' policy we will aim to build resilience to radicalisation by promoting British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those of different faiths and beliefs.
- Transfer of children at 8:45am.
 - Nursery/Reception children will be cared for by a teaching assistant or teacher and will be supervised at all times until the start of the school day.
- Children from school years 1 – school years 6 will be dismissed from the hall to their classrooms.

13. Transfer of children at 3.15pm.
 - a. At the end of the school day reception children will be collected from their classrooms and escorted to the Zest Club. Nursery children will be collected from their classroom at 2.45pm.
 - b. At the end of the school day children from school years 1 -6 will make their own way to the Zest Club in the school hall.
14. Promote an environment that supports equality, diversity and inclusivity, where all children, their parents/carers and staff have their rights protected and are treated with respect, regardless of race, ethnicity, gender, sexuality, religion and/or disability.

The parent/guardian agrees to:

1. Give the Zest manager at least 2 weeks' written notice of termination of contract. If the need arises to give notice during school holidays then this should be sent to 2 Turners Lane, Swanwick, Derbyshire, DE55 1AS.
2. Provide necessary information requested by the Club in connection with your child's registration and notify the Club of any changes to that information. Details will be held at the club and by the Out of School Club Co-ordinator, The Saltpot, 13-14 The Green, Swanwick, DE55 1BL.
3. Inform the Club of any medication prescribed by the child's doctor and give written permission for the club manager/assistant to administer the medication if required.
4. Inform the Club if the child has been ill within 24 hours before a contracted period and respect the club's right to decide whether or not to accept a sick child. **(A child that has been suffering from sickness and diarrhoea should be well for 48 hours before returning)**. This is in line with school policy.
5. Accept that all staff will adhere to current safeguarding policies and procedures whilst children are in their care.
6. Notify the Club at the beginning of each contracted period of any accident or injury the child may have suffered since last attending the Club. (The parent/carer will be required to complete and sign an existing injuries form).
7. Club policies and procedures are available to read by request at the Zest Club setting.
8. Late collection fee will be added to your invoice for the appropriate session/sessions if children are not collected by 5.15pm. Children collected before 6pm will incur a £5 fee and children collected after 6pm will incur a £15 fee. Repeatedly collecting your child late may result in your place being terminated. It is our policy that if parents/carers have not picked up their child/children by 6.30pm and no contact with the club has been made by parents/carers and if we have tried to speak to the appropriate emergency contacts for your child but have been unsuccessful then the Derbyshire Safeguarding Board will be contacted and Social Services informed.

Any parent arriving more than 15 minutes late to the 4pm pick up time will be charged at the 5.15pm rate of £7.25. Please also be aware that your child may not be delivered to the front door by a member of the Zest team until 5:15 due to staff attending to the other children in their care.
9. Inform the Manager of any planned absence from the Club. (Payment will still be required for holidays taken in term time).
10. Full payment is still required if your child is absent due to sickness. However, please discuss with the Breakfast Club Manager if your child has been hospitalised or is suffering with a long term illness. This should be supported by a letter from the hospital or doctor. Your payments can then be adjusted as appropriate.
11. In the event of absence without notice or occasional days off, holidays taken in term time, time absent due to school trips payment of the full session is still required.
12. If the Zest Club is forced to close due to an unforeseen event/ disruptive weather no payment will be required and invoices will be amended accordingly.
13. All children need to be signed in by a parent/carer. The Club cannot take responsibility for any child that has not been signed in in accordance with Club policy.

I have read and understood this contract:

Signed: Date:

Parent/Carer

Signed: Date:

On behalf of Valley CIDS