



Terms and Conditions of Membership

Updated April 2015

THE FOLLOWING TERMS AND CONDITIONS MUST BE ACCEPTED BY PARENTS/CARERS

1. MEMBERSHIP

- 1.1 You will complete a membership form prior to any child attending the club giving details of all dietary, medical conditions, allergies and additional support needs your child/children have.
- 1.2 You will update the membership form annually in May and return it to the club by the stated closing date.
- 1.3 You will inform the club of any changes to information as soon as possible.
- 1.4 You are expected to attend the club's Annual General Meeting in June giving apologies in advance if you are unable to attend.

2. BOOKINGS

- 2.1 You will complete and sign a term time or extra session booking form prior to your child/children attending the club during term-time.
- 2.2 You will complete and sign a holiday booking form prior to your child/children attending the club on an in-service day, mid-term holiday or holiday period.

3. CANCELLATIONS

- 3.1 You will adhere to the policies relating to the cancellation of places ensuring you notify the club by completing a cancellation form, giving the correct notice.

4. FEES

- 4.1 You will ensure that all invoices for fees are paid within the month the invoice is issued.
- 4.2 You will adhere to the conditions in debt collecting letters received.

5. PARENTAL INVOLVEMENT

- 5.1 You will work in partnership with the club staff to ensure that the club staff can support any identified dietary, medical conditions, allergies and additional support needs your child/children has.
- 5.2 You will assist the club with fundraising events throughout the year where possible by giving time, donations etc.
- 5.2 You will work in partnership with the staff regarding the implementation of behaviour management policies and procedures
- 5.3 You will make suggestions and comments to improve the service provision throughout your membership
- 5.4 You will take part in both internal and external evaluation processes as required
- 5.5 You will raise any concerns or issues you have with staff to allow any matters arising to be dealt with quickly and effectively by the staff team or the management committee

6. MANAGEMENT RULES

- 6.1 You will adhere to club opening times and inform the club if you think you will be late.
- 6.2 You will ensure your child/children are signed in each morning (children in Primary 7 may sign themselves in during term-time).
- 6.3 You will ensure your child/children are signed out each session by an authorized person over the age of 16.
- 6.4 You will keep the club informed of any after school activities or trips your child/children are taking part in and their expected arrival time at club.
- 6.5 You will ask staff to administer prescribed medication only if necessary and ensure that you complete appropriate forms
- 6.6 You will behave in an appropriate manner when in the club
- 6.7 You will be respectful to staff at all times.
- 6.8 You will abide by the clubs policies and procedures.
- 6.9 You will discourage your child/children from bringing in their own toys to the club. If they do the club accepts no responsibility for damage or loss
- 6.10 Failure to abide by these terms and conditions will result in termination of membership.