



Saturday Club Terms and Conditions

You give permission for your child to attend Inclusive Pathways CIC Saturday Club and understand that the Club has Policies and Procedures and that there are expectations and obligations relating to both the club, yourself and your child.

The Saturday Club is a play care facility and during the time in which your child is attending the club, Inclusive Pathways CIC is legally responsible for him/her.

Inclusive Pathways Saturday Club opens at 9.00am and cannot accept children before this time.

Application

All Application forms must be completed in full, signed and returned either by email or hard copy to Inclusive Pathways, before your child can attend the Saturday Club.

It is your responsibility to notify Inclusive Pathways CIC in writing of any changes to any personal information regarding you and your child (e.g. contact information, medical conditions etc.).

Bookings/Fees

There is no guaranteed space for bookings on a casual basis.

Extra sessions may be booked (depending on availability) by Monday noon before Saturday Club.

All changes to bookings must be emailed to: info@inclusivepathways.co.uk

You must inform Inclusive Pathways before the session if your child will not be attending on a day they are booked into the club. Refunds will not be issued for non-attendance of pre-booked sessions if you do not cancel at least 7 days in advance. This is due to Inclusive Pathways Saturday Club having to provide adequate staff ratios.

Payments must be made by the due date indicated by Inclusive Pathways. Failure to do so will result in your child's place being suspended until payment has been received and will incur a £5.00 late payment fee.



Sessions that have been paid for and not taken cannot be carried forward for use in the future.

Refunds will not be issued for non-attendance of pre-booked sessions. Unless this is due to club closures.

There will be a charge of £10.00 for any returned cheques to cover bank charges.

Prices may be subject to change at the Directors discretion.

Late Collections

Inclusive Pathways Saturday Club closes at 3.00pm and if for any unforeseen circumstances, the person collecting is going to be late, you must contact the Club Manager as soon as possible to let them know.

If your child is not collected by 3.00pm there will be a charge of £10.00 per 15 minutes to cover the costs of the two staff that are legally required to stay.

If any child remains at the club at 4.00pm, after doing everything possible to contact parents and emergency contacts, then we will be legally required to contact the First Response Team (Social Services).

Accidents/Illness/Medication

Inclusive Pathways reserves the right to administer basic first aid and treatment when necessary. Parents/Carers will be informed of all accidents as soon as possible. If there is a situation where your child needs urgent medical treatment and we are unavailable to contact parents/carers or emergency contacts, you give permission for a member of staff from Inclusive Pathways to sign any consent forms necessary for treatment on your behalf.

Should there be any incidents at Saturday Club involving your child, you will be informed of the situation.

Should a child be prescribed medication by a doctor the Parent/Carer must notify the Club Manager before the child attends Saturday Club and complete any necessary forms.

Parents are requested to inform the club if there is any childhood ailment or illnesses. No child can be accepted to Saturday Club with diarrhoea, vomiting or any other infectious illness.

Allergies, Asthma, Medical Conditions

Parents/Carers must inform the club immediately if their child has/develops an allergy, asthma or a medical condition and to provide the club with full information regarding the condition and treatment. An emergency medicines form must be completed before your child can attend club.

Safeguarding and Security

Upon your child's arrival to Inclusive Pathways Saturday Club he/she will be in care of Inclusive Pathways CIC until collected by a 'Named' responsible adult.

All play staff have a duty of care towards the children that attend the Saturday club. Therefore under no circumstances will a child leave the club with anyone unknown to the staff unless previously arranged and authorised by a parent/carer. Parents/carers will provide Inclusive Pathways with a password which can be used by authorised adults to collect a child on the parents/carers behalf.

No person under the age of 18 will be allowed to collect a child.

If a child discloses information that is of concern regarding a child's health or wellbeing, Inclusive Pathways is required by law to investigate and report this to social services, school or any other service that is responsible for safeguarding children. Parents have a right to be informed about any such process with the limits of legislation and government guidelines. Please see Safeguarding policy for more details.

Policies and Procedures

Our complete policies and procedures and risk assessments are available on request.

Liability

Inclusive Pathways accepts no responsibilities for your child whilst in your care on the club's premises e.g. prior to the agreed arrival time or after the agreed pick up time.

Whilst we try to ensure that the safety and security of items, we cannot be held responsible for anything lost, damaged or stolen. No jewellery should be worn unless compulsory for religious beliefs or any similar reasons.



Whilst at Saturday Club your child may get involved in messy activities, and therefore you will provide your child with appropriate clothing to accommodate this. Inclusive Pathways will provide aprons to protect clothing as much as possible.

Confidentiality

Any information and details regarding your child will be treated as confidential. However, there may be times, for example, in cases of child protection concerns, when details of your child may be passed on to other agencies (e.g. police, social care and health care professionals).

Termination//Cancellations

Inclusive Pathways will give two weeks' notice to terminate any pre booked places, unless the safety and/or welfare of the children, or staff, are not guaranteed, where upon the placement will be terminated immediately.

Failure to comply with the above terms and conditions may result in termination of your child's place at the club.

By signing these terms and conditions you are agreeing to abide by them.

Inclusive Pathways CIC reserves the right to change the terms and conditions set out above at any time.

Name of Child: _____

Parent/ Carer's Name: _____

I have read and understood the above terms and conditions and I agree to abide by them.

Parent/Carer's Signature: _____ Date: _____