



Ballinderreen Community Childcare and Education

Parental Agreement - Afterschool 2016/17

Services/Fees

- **Breakfast Club: €5 per session**
- **Bus Hour: Junior/Snr. Infants €5 per session**
- **Afterschool: €15 per session includes pick up and a hot dinner.**

These services can be booked during school term time and on a full time basis during school holidays, pre-booking necessary.

Please complete below and return by August 5th along with €100 deposit per space in order to confirm your child's place. Bookings will be on a first come first served basis.

Child's Name:		Service Required
MON		
TUE		
WED		
THUR		
FRI		

Fees are payable for 38 weeks per year and will be paid monthly in advance. Confirmation of your child's fees will be made when we know what level of service you wish to avail of.

Fees may be reviewed annually.

Non Payment of Fees

- Non-payment of fees may result in loss of place for your child.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.

LATE COLLECTIONS

Children must be collected on time; in all instances the service should be notified that you will be late.

Late collections will result in a charge of €15 per 15 minutes of extra time being imposed to cover staff overtime and ensuring correct ratios are adhered to.





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POLICIES AND PROCEDURES

To help us provide a quality, safe and happy environment we have developed a comprehensive range of policies and procedures. All staff are required to adhere to these policies and they are available to parents on request.

Parents/Guardians will be required to 'sign off' on a number of documents when their children join the service such as Registration Form, Medication Administration Form and give details of immunisations.

COMPLAINTS

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We will give prompt and serious attention to any concerns you may have. For more information please see our full policy.

CODE OF CONDUCT

We have enclosed a code of conduct for parents that you will be asked to read and sign.

SETTLING-IN

We aim to ensure children feel safe and secure in the absence of their parents/carers. We will therefore endeavour to make the settling-in process a positive experience for children and will work closely in partnership with parents/carers to ensure this is achieved.

We recognise that in some cases there may be particular difficulties experienced by children, parents/carers, and staff during the settling-in period and we are prepared to explore and consider various ways of settling children in.

Children who are still clearly distressed having followed the settling in procedure may need to have their attendance deferred for a trial period.





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WORKING IN PARTNERSHIP WITH PARENTS

- Please tell us of any difficulties that your child is experiencing at home such as bereavement, illness, relationship breakdown, a new baby – all these can change a child's behaviour and we want to help
- Regular exchange of information with parents is important, parents must inform the service of change of personal details (e.g.) new house, job, phone number.

COLLECTING CHILDREN

- Parents/guardians must collect their child by the agreed collection time. Parents will be asked to give the names of at least two other people who are authorised to collect the child and live within the community.

SEPARATED AND DIVORCED PARENTS

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.

- We cannot refuse either parent to collect their child unless a court order is in place.
- We ask that parents give us information on any person that **does not** have legal access to the child.
- Where custody of a child is granted to one parent, we would ask you to clarify the circumstances with us. This information will remain confidential and will only be made known to the relevant staff. If there is any legal documents i.e. custody order, barring order we would ask you to provide us with a copy to keep on file.

CHILDRENS BEHAVIOUR

The children will know what is expected of them, and where clear limits are set, appropriate to their age and stage of development and any special needs they may have. In the case of a particular incident, or persistent unacceptable behaviour, we will *always* discuss ways forward with the parent(s)/Guardian of the child.





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PARKING

Parking is at your own risk, we ask that you park in the spaces provided and be mindful of other service users.

NOTICE

Should your child have to give up their place in the service written notice of 4 weeks is required.

The management reserves the right to request Parents/Guardians to withdraw their child/children from the service if there is non-compliance with the terms of the Parents Agreement and Terms and conditions

DECLARATION

I have read the Parents contract and I agree to the terms and conditions herein

Signed:
Print Name:
Date:

