



The Den

Contract with Parents

- I consent for my child to attend The Den
- I understand that The Den follows the policies and procedures of Holy Trinity CE Primary School which are available on the school's website, and that there are expectations and obligations relating both to The Den and to myself and my child, and I agree to abide by them
- I understand that The Den is a play setting and that whilst my child is there, The Den is legally responsible for them
- My child will be provided with a snack and a meal whilst at The Den.
- Once my child arrives at The Den, they will be in the care of The Den staff until collected and signed out by an authorised person
- I will notify The Den before the start of the session if I am collecting my child from school on a day that they are booked to attend The Den. I understand that I will be charged for the booked session.
- I will pay promptly for all sessions whether my child attends or not (e.g. due to illness or holiday), unless I have cancelled the session/s 48 hours prior via MagicBooking
- It is my responsibility to keep the school and The Den Manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc), to ensure that data is correct and up to date
- I accept that my child may take part in messy activities while at The Den. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- The Den closes promptly at 6.00pm (or 6:30pm if the extended session has been booked in advance). If due to unforeseen circumstances I am going to be late, I will contact The Den Manager as soon as possible.
- If I do not collect my child by 6.00pm (6:30pm for advanced extended session bookings), I agree to pay a charge of £3.50 after 6.05 pm (6:35pm for the pre-booked extended session), and then £5.00 for every 15 minutes thereafter.
- If I do not collect my child by 6.30pm (6:45pm for collection from the pre-booked extended session), and The Den have been unable to reach me or any of the emergency contacts, I understand that The Den will contact the Police / Social Care.
- Whilst The Den tries to ensure the safety and security of items, I understand that they cannot be held responsible for loss or damage to my child's property whilst at The Den.
- I have read the school's Behaviour Management Policy and agree to its terms, and appreciate that in some circumstances it may be necessary to exclude my child from The Den, and I will pay for any missed sessions unless otherwise agreed with the Manager.
- If there are any accidents or incidents at The Den involving my child, I will be informed.
- If my child has an accident at The Den, they will be treated by a qualified first aider and I will be informed as soon as possible. The Den use Magicbooking to send notifications of first aid if needed. If my child needs urgent medical treatment and I am unavailable, a member of staff from The Den will sign any consent forms necessary for treatment on my behalf, to ensure my child's health and safety.
- Information held by The Den regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that The Den has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated
- I agree that I will not use a camera, mobile phone or other mobile device on The Den premises.