

MANCHESTER HOUSE SOCIAL SERVICES SOCIETY INC.

AFTER SCHOOL ACTIVITY PROGRAMME

PARENT AGREEMENT

I wish to enrol my child/ren in the After School Activity Programme. I acknowledge and agree to the following conditions.

1. All children, including those attending casually must be formally enrolled.
2. All children are to be collected no later than 6.00 pm each day. A penalty fee may be charged for failure to collect children by this time as per the Payment of Fees Policy.
3. Only persons appropriately identified on the enrolment form will be allowed to pick up a child unless the Supervisor has been previously advised, preferably in person.
4. On each occasion that the child/ren will not be attending a pre-booked ASAP day, the Supervisor must be informed one day prior if possible. Failure to do this may result in full fees being charged for the booked space.
5. Non attendance of booked holiday programmes will result in a full charge if we do not receive notification one week prior to the programme.
6. Any disagreement regarding fees is to be addressed with the Supervisor in charge of accounts.
7. The Supervisor will be advised immediately of any change in details contained in the enrolment form.
8. The Supervisor may arrange urgent medical treatment at my expense when attending to the needs of my child/ren.
9. The Supervisor will be advised of any situation or circumstance surrounding my child/ren that will affect their care whilst at ASAP.
10. It is ultimately my responsibility to ensure that my child/ren act in an appropriate manner while at ASAP. Behaviour which consistently affects the quality of care available to other children may result in suspension or removal from the programme as set out in the Behaviour Management Policy.
11. Under no circumstances will I approach any children under the care of ASAP and on ASAP property with the intention of berating, accusing or abusing for any reason. If I have issue with a child under the care of ASAP, I will speak to one of the Supervisors who will in turn take appropriate action as set out in the Behaviour Management Policy.
12. I agree to pay for damage wilfully caused by my child.
13. ASAP discourages children bringing their own toys, computer games, cell phones and equipment to the centre. I understand that if my child/ren bring their own toys or equipment to the programme and they are damaged or lost, that this remains my responsibility.

14. Whilst ASAP will take care that children come home from school with their gear, I understand that it is my child's responsibility to ensure that they bring home everything that is in their care. It is not the responsibility of ASAP to make sure that my child/ren have their shoes, jumpers, bag, socks etc. when being picked up from school. Neither is it ASAP's responsibility to go looking for these items.
15. If my child/ren is attending a holiday programme, I give permission to go on prearranged outings on the understanding that I have full disclosure of times, places and activities on these outings.
16. Photographs of my child/ren may be used for genuine resources and publicity purposes.
17. I agree to abide by the rules and procedures of ASAP (a copy of all current policies and procedures can be obtained from the Supervisor).
18. I understand that all staff are screened, trained and have appropriate experience for the job they do and that ASAP complies with Health and Safety policies and the National OSCAR standard. However accidents do happen and I will not hold Manchester House Social Services Society Inc. responsible for genuine mishaps.

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(Name of parent/caregiver)

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(Signature)

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(Date)

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(ASAP Supervisor)

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(Date)