



Riverside Primary School

Where everyone matters and every day counts

Ferry Road Hullbridge Hockley Essex SS5 6ND

Twilight Club Contract Agreement 2025

I wish my child to attend Twilight Club (Name)	
Allergies/diet/health concerns:	

I understand the following:

- Twilight Club operates from 3:15pm to 5pm, term time only.
- The cost is £8.25 per session, payable at the time of booking. The parent/carer signing this agreement is liable for paying the fees.
- Even if my child does not attend all their booked sessions in a week, due to holiday, or other circumstances, missed sessions will still be charged as the Club has the same daily staffing costs.
- Children are brought to Twilight Club by a member of the team, they do not walk alone. The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- At 4:00pm my child(ren) will be provided with a drink and a healthy snack.
- My child(ren) may take part in messy activities while at the Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- When collecting my child(ren) at the end of or during a session, I or my named collector must first make our presence known to a member of the club staff, before signing the child(ren) out and recording the time collected.
- Twilight Club closes at 5p.m. If, due to unforeseen circumstances, I am going to be late, I will contact the Twilight Club staff as soon as possible. The Twilight Club direct phone number is : 01702 230911 opt 3.
- If my child(ren) is not collected by 5 p.m. I will be charged the following fees on top of the normal session charge:
£10 initial fee, then a further £10 for every further 15 minutes late



Riverside Primary School

Where everyone matters and every day counts

Ferry Road Hullbridge Hockley Essex SS5 6ND

- If my child has not been collected by 6 p.m., and the club has been unable to reach me or any of my emergency contacts, I understand that Twilight Club will follow its Uncollected Children Policy and contact Social Services.
- Whilst Twilight Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- Twilight Club is a play setting and whilst my child is there the Club is legally responsible for him/her.
- The Club has policies and procedures (available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child(ren), and I agree to abide by them.
- Club Sessions can be booked on a termly basis via Parentpay and must be paid for at the time of booking.
- The current session capacity is 24 children.

I will give 24 hours' notice of cancellation should I no longer wish my child(ren) to attend Twilight Club, otherwise I will still be charged.

I confirm that I have listed the names of those persons who may collect my child(ren) in the section below and I understand that it is my responsibility to keep the list updated.

I will inform the school as soon as possible of any change of day/s or circumstances as necessary.

I agree to my child(ren) receiving medical treatment by a qualified first aider or medical professional in the event of an emergency and that I will be contacted as soon as possible.

I confirm that I have supplied all the current medical/dietary/health information and contact details relating to my child(ren) and understand that I am responsible for updating these details and supplying any other information Twilight Club Staff may need in the future.



Riverside Primary School

Where everyone matters and every day counts

Ferry Road Hullbridge Hockley Essex SS5 6ND

I authorise the following persons to collect my child(ren) from Twilight Club on my behalf

Name	Relationship to child(ren)	Contact number	Password

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

Signed: _____ Parent/Carer

Print name: _____ Date: _____