

## Aberdeen City Council School Age Childcare Agreement

A School Age Childcare Agreement will be completed for each venue with local arrangements being taken into consideration and a typical agreement is illustrated below as an example.

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| Location of service |  |
|---------------------|--|

In order to deliver high quality, flexible and affordable School Age Childcare provision, which meets the needs of children, parents, carers, and represents an important element within the learning and development of all children, any new or existing service requires a commitment to joint working.

Signatories agree to adhere to the School Age Childcare Policy and Good Practice Guidelines with all parties involved in the provision of School Age Childcare agreeing to:

1. Provide suitable premises equipped with sufficient age appropriate furniture, which meets the childcare needs of families within the local community.
2. Acknowledge School Age Childcare provision as a play and learning environment which promotes children's development within the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.
3. Provide priority of access within Aberdeen City Council educational and community establishments for the purpose of delivering School Age Childcare, with appropriate set-up / dismantle time, including janitorial services.
4. Agree the use of shared spaces within lets in advance of the new school year, in line with internal lets. This should include holidays, in-service days, parents evenings and other extracurricular activities. A date should be agreed for the annual agreement review by both the Head or Manager of the establishment and the manager of the School Age Childcare provision .
5. If a registered shared space is required by the school or community, an alternative suitable area within the school or community building must be made available for the duration of the session this space must be registered for occasional use.
6. Support providers to access suitable community premises for the purpose of School Age Childcare development and delivery. (See Good Practice Guidelines)
7. When possible a confidential meeting space for the purpose of meeting parents, supporting staff inductions / support and supervision sessions.
8. Provide, as a minimum, access to suitable facilities for safe preparation to provide a nutritious snack. This should meet risk benefit assessments, food safety legal requirements and include adequate space and secure storage of perishable and non-perishable foodstuffs.
9. Use of dishwasher, if available, and clear guidance on responsibilities of usage.
10. Provide reasonable solutions for the secure storage of equipment and service documentation, children's files and seasonal resources.
11. Promote positive relationships throughout the school / centre management and community. (See Promotion of School Age Childcare).

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|----------|--------|------|
| Provider | Signed | Date |
|          |        |      |

|                       |        |      |
|-----------------------|--------|------|
| Head of Establishment | Signed | Date |
|                       |        |      |

|        | 1 <sup>st</sup> Annual Review | 2 <sup>nd</sup> Annual Review | 3 <sup>rd</sup> Annual Review | 4 <sup>th</sup> Annual Review |
|--------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Signed |                               |                               |                               |                               |
| Date   |                               |                               |                               |                               |
| Signed |                               |                               |                               |                               |
| Date   |                               |                               |                               |                               |