

# Waterthorpe Kid's Club

## Parent/Carer's Contract

Please complete the information required below and sign to confirm that you have read and agree to the terms of the contract below.

Please complete the booking form attached.

We will send you a copy of this agreement.

Child's Name:.....

### Contact information:

1. Names and contact details of all parents and Carers with parental Responsibility:

Parent/Carer 1:

Name: .....

Address:.....

Mobile phone Number:.....

Home phone Number:.....

Work phone Number:.....

Email:.....

Parent/Carer 2:

Name: .....

Address:.....

Mobile phone Number:.....

Home phone Number:.....

Work phone Number:.....

Email:.....

2. I understand that the club is a play care facility and that whilst my child is there, the club is legally responsible for him/her.

### 3. Bookings and Payments

- **£8.50 per session where a booking contract has been signed. (This is a commitment to a stated number of bookings per month.)**
- **£9 per session when a booking contract has not been signed.**

I will book into the club and will pay for booked session 14 days in advance even when my child does not attend, unless I give 14 days' notice of cancellation. If my child is ill and absent from school I will pay a reduce fee of 50%/half payment.

4. My child will be provided with a snack and drink whilst at the club unless otherwise requested.
5. My child will be given stimulating and challenging play opportunities in a fun and safe environment.
6. Once my child is delivered to the club, he/she will be in the care of the club until collected and signed out by the person/s named on my child's registration form (unless I give permission for another person to collect him/her).
7. If my child is in Y5/Y6 I may provide written consent for my child to go home unaccompanied at a time agreed with the club.
8. My child will be collected by a person aged 16 or over. I must ensure that the staff know the identity of this person. I understand that no-one under the age of 14 will be allowed to collect my child. (In an emergency I may provide written authorisation on a stated day for a person aged 14 to 16 to collect my child.)
9. I will inform the Club Co-ordinator if I am collecting my child from school on a day that he/she is booked in to the club. (This may be done through the school.)
10. It is my responsibility to keep the club Co-ordinator informed of any alterations to information regarding my child.
11. I accept that whilst at the club, my child may get involved in messy activities.
12. The club closes at 6p.m and if for any unforeseen circumstances I am going to be late, I will contact the Co-ordinator immediately.
13. If my child is not collected by 6p.m I will pay a late charge of *£8:50, per family*, for every quarter hour that I am late. This is to cover the costs of the staff who are required to stay to care for my child/children. An exception to this may be made if I have not collected my child late before **and** I contact the club to say I will be late.

- 14. If any child remains at 7p.m, after doing everything possible to contact parents and emergency contacts, then the club will be legally required to contact the Safeguarding Children Service (Social Services).
- 15. Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
- 16. My child will give any mobile phones to club staff, to be placed in a secure place, whilst at the club.
- 17. I have read the behaviour policy and agreed to the terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.
- 18. Should there be any incidents at the club involving my child, than I will be informed of the situation.
- 19. If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment they will be taken to hospital where staff will follow guidelines on giving Emergency Medical Treatment without Parental Consent.
- 20. Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of safeguarding concerns, when details of my child may be passed on to other agencies, for example Police, Social Services and Health Care Professionals.

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

Signature .....

Relationship to Child.....

Date .....