



**SCISSETT
KIDS CLUB**

Contract

This is a contract between Scissett Kids Club and the parent/carers of

Child 1 _____ Child 2 _____

Child 3 _____ Child 4 _____

- I consent for my child to attend Scissett Kids Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Scissett Kids Club is a play setting and that whilst my child is there the club is legally responsible for them.
- Once my child arrives at the club they will be in the care of the club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if my child is not attending on a day that they are booked in. I understand that once a booking is made then I will be charged even if cancelled later.
- Invoices will be issued on the 15th of each month and payment due by the end of the month, if no payment is received by the end of the month the parent/carer will be given a statement and a late fee of £15 will be added to the amount due. If payment is not received or arrangements made, then their child's place will be withdrawn until all monies due are paid.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc)
- I accept that my child will take part in messy activities while at the club and that the club will take all reasonable measures to protect clothing, but the club cannot accept responsibility for damaged clothing.
- The club last pick up time is 6pm. If, due to unforeseen circumstances, I am going to be late, I will contact the club as soon as possible.
- If I do not collect my child by 6pm then I will pay a late fee of £10 for the first 15 minutes and a further £7 per 15 minutes thereafter to cover the cost of two staff who are required to supervise my child.
- If I do not collect my child by 6.15pm then the club staff will implement the Non-Collected Child policy.
- Whilst the club tries to ensure the safety and security of items, I understand that it cannot be held responsible to loss or damage to my child's property.
- I have read the club's Behaviour Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- Information held by the club regarding my child will be treated as confidential. However, in certain circumstances, for example if there is a child protection concern, I understand that the club has a legal duty of care to pass certain information on to other agencies, including the Police, Social Care and health care professionals.
- I understand that repeated abuse of the club facilities may result in my child's place being withdrawn.
- I agree to give one month's written notice if I no longer need the place or I wish to change a booking.
- I have read and understood the above terms and conditions and had an opportunity to read the club policies and procedures and I agree to abide by them.

Parent/carer name _____

Parent/carer signature _____ Date _____