

# Parent/Carer's Contract



Child's name: \_\_\_\_\_

Parent/Carer's name: \_\_\_\_\_

- I consent for my child to attend the CCC Club. I understand that the CCC Club has policies and procedures (which are available for reference at the CCC Club), and that there are expectations and obligations relating both to the CCC Club and to myself and my child, and I agree to abide by them.
- I understand that the CCC Club is a play setting and that whilst my child is there the CCC Club is legally responsible for him/her.
- My child will be provided with a meal and drink whilst at the CCC Club unless otherwise requested.
- Once my child arrives at the CCC Club he/she will be in the care of the CCC Club until collected and signed out by an authorised person.
- I will notify the CCC Club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the CCC Club. I understand that I will be charged for the booked session.
- I will book my child into the CCC Club on a termly basis and will make payment of fees by Standing Order one month in advance unless an alternative schedule or payment method has been agreed in writing by the manager. I agree to pay for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the CCC Club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at the CCC Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- The CCC Club closes at 6.30pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.30pm I will pay a charge of £6.00 per quarter of an hour to cover the costs of the two staff who are legally required to supervise my child.
- If I do not collect my child by 7.30pm, and the CCC Club has been unable to reach me or any of my emergency contacts, I understand that the CCC Club will follow its **Uncollected Children Policy** and contact Social care.
- Whilst the CCC 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.
- It is my responsibility to make sure I keep up to date with information relating to my child from the CCC Club by ensuring I read any letters or other communications receive from the CCC Club.
- I have read and agree to abide to all the CCC Club's **Policies and procedures**.
- If there are any accidents or incidents at The CCC Club involving my child, I will be informed.
- If my child has an accident at the CCC Club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from The CCC Club will sign any consent forms necessary for treatment on my behalf, as stated on the CCC Club's **Medical Form**.
- Information held by The CCC Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the CCC Club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_