



## Parent/Carer's Contract

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

Parent or carer's name \_\_\_\_\_

- I consent for my child to attend Dawn Until Dusk Ltd. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
- I understand that Dawn Until Dusk Ltd is a play care facility and that whilst my child is there Dawn Until Dusk Ltd is legally responsible for him/her.
- My child will be provided with a snacks, meals and drinks whilst at the club unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is delivered to Dawn Until Dusk Ltd he/she will be in the care of Dawn Until Dusk Ltd until collected and signed out by a 'Named' responsible adult.
- Children will be collected from their classrooms as soon as reasonably practicable at the end of the school day
- If you wish to book your child in for a session following a school run after-school club, we will be happy to do this, however you will be charged from the end of the school day.
- Regular bookings will automatically be rolled over into the next academic year unless we are given notice to cancel them.
- I agree to pay my invoice by the 15<sup>th</sup> day of the invoiced month. This will include any sessions when my child does not attend a pre booked session unless the required notice has been given.
- I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked in to the club. A £2 fee will be applied to your account, at the manager's discretion, if an absence is not communicated to us
- I understand that payment by cheque will incur a £1 charge and payment by Paypal or debit/credit card will incur 3.4% plus 20p charge.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child.
- I accept that whilst at Dawn Until Dusk Ltd my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this.
- The Out of School / Holiday Club closes at 6.00pm and if for any unforeseen circumstances I am going to be late, I will contact the manager/deputy.
- If my child is not collected by 6.00pm I will pay a charge of £20.00 per quarter of an hour to cover the costs of the two staff that are legally required to stay.
- If any child remains at 7.00pm, after doing everything possible to contact parents and emergency contacts, then Dawn Until Dusk Ltd will be legally required to contact Children's Social Care.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
- I have read the 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 these missed sessions.
- Should there be any incidents at Out of School / Holiday Club involving my child, I will be informed of the situation.
- 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 advice and treatment and I am unavailable, a member of staff from Out of School / Holiday Club may sign any consent forms necessary for advice and treatment on my behalf.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Children's Social Care and Health Care Professionals.
- Where the club has endorsed my claim for Tax Credit, Out of School / Holiday Club is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days' notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent. I agree to give 48 hours' written notice (text/email/letter) for cancelling an Occasional / One-Off (Ad hoc) booking and 4 weeks' notice for cancelling / altering a Permanent / Regular booking. If a set booking pattern is in place until further notice or until a pre-specified end date, this is deemed to be a Permanent / Regular booking. Holiday Club Bookings will only be accepted with a completed booking form. Once the booking form has been received any cancellations will still be charged. Refunds/credits cannot be given for cancelled sessions.

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

Signature: ..... Date: .....