

Fun 4 Kids Before & After School Club – Parent/Carers Contract

Parent/Carers Name:

Child's Name:

- I understand that *Fun 4 Kids* is a play facility and that whilst my child is there, *Fun 4 Kids* is legally responsible for him/her until signed out by a parent/carer
- **I will inform the club Manager of any additional or medical needs my child has. I will update the Manager whenever any medical changes are made, or any other changes that may impact on my child's needs or behaviour.**
- I will inform the club Manager if I am collecting my child from school on a day that he/she is booked in to the club. I will also inform the club Manager if I have made arrangements for someone else to collect my child at the end of a session.
- I will inform the club Manager if my child is ill and will be absent from the club.
- I understand that I am still liable to pay the full fee when my child is absent from the club.
- It is the schools policy to make every effort to open on a Snow Day, therefore *Fun 4 Kids* will also be operational providing that the school is open, therefore normal fees will apply.
- It is my responsibility to keep the club Manager informed of any alterations to information regarding my child.
- If my child is not collected by the end of the session I will pay a charge of £10.00 per quarter of an hour to cover the costs of the two staff who are legally required to stay.
- If any child remains at 6.30pm, after doing everything possible to contact parents and emergency contacts (see uncollected child policy), then *Fun 4 Kids* will be legally required to contact social services.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
- Should there be any incidents at *Fun 4 Kids* involving my child, then I will be informed of the situation.
- Any information and details regarding my child will be treated as confidential, however, there may be times in cases of child protection concerns when details of my child may be passed on to other agencies such as Police, Social Services and Health Care Professionals (See Safeguarding Policy).
- I can read all *Fun 4 Kids* Policies on request.
- If I have claimed tax credits for childcare funding, I agree to inform the Inland Revenue if I cease to use *Fun 4 Kids* childcare facility. Reference to your tax credit claim form will indicate we may be held jointly liable for any claim the Inland Revenue consider to be fraudulent.
- I agree to book my child's sessions through the iPAL system, if I wish to change my regular sessions or terminate my contract I agree to do this by giving four weeks verbal and written notice to the club Manager.
- I agree to pay my child's fees monthly in advance unless otherwise arranged and I understand that late payments will incur a late payment fee of £5.00 pe month.
- I give you permission to liaise with my child's school regarding the needs of my child.
- I will NOT use my mobile phone while at the setting

Declaration

I hereby consent for my child to take up a place at *Fun 4 Kids*, according to the terms and conditions set out in this contract in line with the policies and procedures. I have understood the expectations and obligations relating to both myself and the club and agree to abide by them.

I understand that payment of fees is due in advance and non payment will jeopardise my child's continued attendance at the club.

I confirm that the information I have given is correct and I promise to contact the Manager as soon as any of the details change.

Signature of Parent/Carer Date

If you have any questions or comments, please contact Fun 4 Kids Head Office on 07944 648731 or fun4kidsheadoffice@gmail.com or mandy.crimespa.fun4kids@gmail.com