

Treetops at Sutton Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Treetops at Sutton, hereafter called "the 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 the club is a play setting and that whilst my child is there the club is legally responsible for him/her.
- My child will be provided with appropriate food and drink whilst at the club unless otherwise requested.
- Once my child arrives at the club he/she 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 I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not book (eg due to illness or holidays), unless I have made other arrangements with the manager.
- 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 may take part in messy activities while at the club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- If, due to unforeseen circumstances, I am going to be late picking my child up from the club, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by the agreed time I will pay a charge of £5 per 5 minutes.
- If I do not collect my child 30 minutes after the agreed time and the club has been unable to reach me or any of my emergency contacts, I understand that the club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst the 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 whilst at the Club.
- I have read the club's **Behaviour Management 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.
- If there are any accidents or incidents at the club involving my child, I will be informed.
- If my child has an accident at the 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 club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by the 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 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 agree that if I do not want my child to attend the club anymore or wish to reduce the hours my child attends, I will give 28 days notice for which full fees will be payable.
- I understand that Holiday Club sessions can be cancelled up to 2 weeks before the commencement of the Holiday Club. After this time, sessions booked will have to be paid for in full.
- I have read the club handbook and agree to the terms contained therein.

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

Signature:

Date: