

# Orchard Childcare Limited

## Parent/Carer's Contract

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

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

- I consent for my child to attend Orchard Childcare Limited. 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 consent for information regarding my Child/Children to be shared with High View Primary School.
- I understand that Orchard Childcare Limited is a play setting and that whilst my child is there Orchard Childcare Limited is legally responsible for him/her.
- My child will be provided with a breakfast/snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Club he/she will be in the care of Orchard Childcare Limited until collected and signed out by an authorised person.
- I will notify the club before the start of the session if my child will not be at 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 half termly basis and will pay promptly 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 or Director.
- 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 Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Orchard Childcare opens at 7.30am until the start of the school day and from the end of the school day until 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible. I accept that Orchard Childcare Ltd reserve the right to charge £1 per minute for lateness to cover the cost of staff who are legally required to supervise your child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Orchard Childcare will follow its **Uncollected Childrens Policy** and contact Social Care.
- Whilst Orchard Childcare Limited 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.
- 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 Orchard Childcare 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 Orchard Childcare will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Orchard Childcare 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 I will not use a camera, mobile phone or other mobile device on the club premises without the Managers or directors permission.

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

Parent/Carers Signature: ..... Date: .....