



Parent/Carer's Contract 2019

Child's name.....

- I consent for my child to attend Butterflies and Bugs Limited. I understand that the club has policies and procedures (which are available 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 Butterflies and Bugs Limited is a play setting and that whilst my child is there Butterflies and Bugs Limited is legally responsible for him/her as soon as they are signed into club.
- Once my child arrives at Butterflies and Bugs Limited he/she will be in the care of Butterflies and Bugs Limited until collected and signed out by an authorised person.
- I am aware that a one off **£5** registration fee will be needed to secure my child's place at the club. Please include this when returning the registration forms.
- 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 pay promptly for all booked sessions whether my child attends or not. If your child is booked in then you **still have to pay**, even if they are ill or on holiday.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg emergency contact details, medical conditions, parental responsibility etc).
- I accept that my child may take part in messy activities while at Butterflies and Bugs Limited. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Butterflies and Bugs Limited closes at 5.50pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager by 5.50pm on 07840185047.
- If I do not collect my child by 5.50pm I will pay a charge of £10.00 for the first 15 minutes, followed by £5.00 every following 15 minutes to cover the costs of the two staff legally required to supervise my 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 Butterflies and Bugs Limited will follow its **Uncollected Children Policy** and contact Social Care.
- I 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 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 Butterflies and Bugs Limited will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Butterflies and Bugs Limited 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.
- If I wish to change my regular bookings then I will give **4 weeks notice by email** which I will pay for.
- I am aware that if I do not pay my invoice then my child's place at the club may be withdrawn with immediate effect. Invoices are to be paid in full prior to the start of term, alternatively we accept monthly payments which are required by the 1st of each month. Weekly instalments towards your invoice are also accepted.

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

Signature: Date: