

Bolham Bees

Parent/Carer's Contract



Child's name _____

Parent or carer's name _____

- I consent for my child to attend Bolham Bees. I understand that the club has policies and procedures (which are the same as the school policies and are available for reference at the club and on the school's website), 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 Bolham Bees is a governor lead childcare provision and that whilst my child is attending Bolham Bees the governing board is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Bolham Bees he/she will be in the care of Bolham Bees 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, where less than 24 hours' notice is provided.
- I will book my child into the club using the online booking service and will pay in advance for all booked sessions whether my child attends or not (e.g. due to illness), unless I have made other arrangements with the school. If my child is sent home sick during the school day, a credit will be applied. Any credit accrued must be spent by the end of the academic year.
- 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 a range of activities while at Bolham Bees. I understand that I can provide my child with appropriate clothing to accommodate this if I wish. Bolham Bees will not be held responsible for any soiling of or damage to clothing.
- Bolham Bees closes at 5.30pm. If, due to unforeseen circumstances, I am going to be late, I will contact the play leader, on **07706 057 865**, as soon as possible.
- If I do not collect my child by 5.30pm I will pay a charge of £2.50 per quarter of an hour to cover the costs of the staff required to supervise my child.
- If I do not collect my child by 6.00pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Bolham Bees will follow Bolham Primary School's child protection policy.
- Whilst Bolham Bees 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 school's 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 any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Bolham Bees 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 Bolham Bees will sign any consent forms necessary for treatment on my behalf, as stated on the school's medical form.

- Information held by Bolham Bees 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 have read and **understood** the above terms and conditions and I agree to abide by them.

Parent/Carer's Signature:

Date: