



## Parent Contract

Child's name .....

Parent or carer's name .....

- I consent for my child to attend Gingerbreads Out of School Care. 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 Gingerbreads Out of School Care is a play setting and that whilst my child is there, staff are legally responsible for him/her.
- My child will be provided with a light meal, snack and drinks whilst at the club unless otherwise requested and subject to specific times of attendance.
- Once my child arrives at Gingerbreads Out of School Care he/she will be in the care of Gingerbreads staff 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 permanent basis and will pay my agreed sessions each month in advance according to Gingerbreads Out of School Care terms and conditions, whether my child attends or not (eg. due to illness or holidays)
- 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 Gingerbreads Out of School Care. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Gingerbreads Out of School Care closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge to cover the costs of the staff who are 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 Gingerbreads Out of School Care will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Gingerbreads Out of School Care 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 Gingerbreads Out of School Care 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. I will be informed as soon as possible. I give permission for Gingerbreads to seek emergency medical treatment if necessary. A member of staff from Gingerbreads Out of School Care will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- I understand that if I wish to terminate my contract I have to give at least 4 weeks written notice. All fees must be payable upon notice of termination. I understand that fees will still be payable regardless of my child's attendance during the notice period.
- Information held by Gingerbreads Out of School Care 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 by adults or children will not be tolerated.

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