

## Blue Bears Playscheme Contracts & Agreement with – Parents

### Starks Field Club 2018

I consent for my child to attend Blue Bears Playscheme. 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 Blue Bears Playscheme is a play setting and that whilst my child is there Blue Bears Playscheme is legally responsible for him/her.
- Once my child arrives at Blue Bears Playscheme he/she will be in the care of
- Blue Bears until collected and signed out by an authorised person.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- I will notify the club before the start of the session if I'm 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/contract days.
- I understand that I will pay for all contracted days that I signed up for at the start of my registration whether my child attends or not unless I have made other arrangements with the manager.
- The current fees is **£8.50** per child per session, we do ask for a non-refundable deposit in advance deposit varies on the days your child attends at the club for example if your child attends 3 days your deposit will be £25.50. This is then used for the last days /week your child attends, once notice has been given to cancel your child place at the club (no Fees Return) Payment must be paid weekly or fortnightly
- **We accepted payment through**
- Bank transfer child care vouchers or pay pal
- Appointments I understand that if my child has a Dr or Hospital appointment on their book days I will need to show proof of this to the manager at the club In advance otherwise. I will be charged for the booked days.
- Payment: Should be paid weekly at the end of each week. Or Fortnightly Failure to pay on time will result in a late payment charge of £2.00 per day. Failure to pay within 5 days will result in your child being excluded from Blue Bears until payment is received.
- It is parent's responsibility to keep the club manager informed of any alterations to the information regarding my child (contact details, medical conditions,).
- Blue Bears Playscheme closes at 5.45pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy by 5pm or as soon as possible. If I do not collect my child by 5.45pm I will pay a charge of **£5 every 10 minutes** to cover the costs of the staff that are legally required to supervise my child.
- If I do not collect my child by 6pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Blue Bears Playscheme will follow its
- **Uncollected Children Policy:** this will involve contacting the Police/ Social Services.

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- I will notify Blue Bears of any person who has been denied, legal access to the child
- Whilst Blue Bears Playscheme tries to ensure the safety and security of items, I understand that they 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 Blue Bears Playscheme 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 Blue Bears Playscheme will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.
- Information held by Blue Bears Play scheme 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 services and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated. I have read and understood the above terms and conditions and I agree to abide by
- All policies are on the website to read or download for print

Parents /Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Club Manger:** Virginia Lazarus