**Parent Contract**

Agreement between the Parent and EM3 Kids Club.

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The parents agree to abide by the following terms at all times whilst the child attends the Club.

**1. Opening times**

The Club’s opening times are: Monday to Friday 3.00am to 6.30pm. The Club is opened term times and is closed on Bank Holidays.

Children must not be dropped off before the official opening time and can be brought to the Club any time thereafter. All children must be collected by 6.30pm and can only be handed over to a parent, carer or guardian known to us.

If children are not collected on time there is a charge of £1.00 per minute after 6.35pm. As late collections can be distressing for a child who is waiting, we would ask you to be sure that the above opening times are suitable for your needs.

**2. Absence**

In the event that your child is going to be absent from the Club (for any reason) please notify the Club by 3.00pm on the day or any time before that.

If you are planning a holiday, please inform the Club manager of the dates the child will be away. Please note that the full month’s fees will be due whether or not your child attends. There can be no refund for unattended days under any circumstances.

**3. Illness**

If your child should contract any disease or infection you must inform the Club immediately so that other parents can be advised. If your child has, or is suspected to have a contagious illness, he or she must not be brought to the Club.

In the event that your child should become unwell while at the Club, we will contact you and request for your child to be collected. In the meantime we will endeavour to keep your child as warm/cool and comfortable as possible.

Should your child have an accident requiring hospital treatment we will call an ambulance immediately and escort your child to the nearest hospital. You will be contacted immediately and asked to meet your child and the member of staff at the hospital.

We are only able to administer fully labelled medicines, which have been prescribed by your child’s GP. We cannot give your child Calpol, Ibuprofen; cough medicine etc unless it has been prescribed for each specific bout of illness. Antibiotics can only be administered to your child after 24 hours after the prescription date. The child should be kept at home until 24hours have passed.

**4. Fees**

Upon registration of your child a non-refundable administration fee is due. In order to secure a place at the After School Club a deposit equivalent to two week’s fees is to be paid. In the event that the child is unable to take up the reserved place, for whatever reason, the deposit will be forfeited in its entirety. Deposits can only reserve places for a period of up to one year from the payment date. A minimum of two week’s notice is required in writing from parents when your child is due to leave the Club.

All fees are payable in advance by standing order on the 1st of every month. All fees are to be paid in full, regardless of any time the child does not attend, for example days off due to sickness, Bank Holidays or other holidays. The After School Club fees cover the entire cost of the child attending the Club, excluding any trips or other extra curricula activities, for which the Club may request an additional contribution. Fees are reviewed annually and are increased at the beginning of each year. Late fee payment will incur an additional charge of £5.00.

**5. Parental partnership**

At EM3 Kids Club we believe in working in partnership with all our parents and carers. We encourage a friendly relationship between parents and staff in order to establish an excellent and positive environment for the children to be cared in. Effective communication and information sharing is an essential part of a solid and interactive partnership.

**6. Parental permission**

We need your permission for the following:

I give consent for EM3 Kids club to give my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ any medication that has been prescribed by his/her doctor. YES / NO

I give consent for my child to be seen by a doctor or paramedic in an emergency. This includes my permission for a staff member to accompany my child to the hospital for emergency medical treatment. YES / NO

I give my consent for the Club staff to take my child for a local walk to the park, shops or library or on an outing (the ratio being one adult to two children). YES / NO

I give my consent for my child to be videoed or have his/her photograph taken for display within the After School Club and for occasional public display with notice given. YES /NO

I give my permission for my child’s leaving report to be shared with a new school or nursery. YES /NO

Signed Parent /Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the above contract and agree to all its contents.

Signed Parent /Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent /Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_