



Ducklings Creaton Holiday and After School Club Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Ducklings Creaton Club. I understand that the club has policies and procedures (which can be referenced on the website [Policies and Procedures | Ducklings Pre-School](#)), 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 Ducklings Creaton Club is a play setting and that whilst my child is there, Ducklings Creaton Club 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 Ducklings Creaton Club he/she will be in the care of Ducklings Creaton Club until collected by an authorised person.
- I will notify the club before the start of the session if my child will be unable to attend and I understand that I will be charged for the booked session.
- If my child has a contagious illness, I will observe the exclusion period for infection control issued by Public Health England. If I am unsure, I will consult a member of staff.
- I will book my child into the club on a termly basis, as needed, and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
- PRIMARY AFTER SCHOOL CLUB: If I have regular booked sessions, I will give one month's notice to cancel or reduce them. I understand that any sessions missed during the notice period will still be payable.
- HOLIDAY CLUB: I will make any changes or cancellations to my booking as early as possible, and no later than the deadline shown on my invoice. I agree to pay for all sessions and meals booked as of that deadline.
- It is my responsibility to keep Ducklings informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, dietary requirements, etc).
- I accept that my child may take part in messy activities while at Ducklings Creaton Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Ducklings Creaton Club 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 Ducklings Creaton Club has incurred additional staff costs because I was late to collect my child, I will pay a charge of £2.50 per quarter of an hour to cover these costs as staff are legally required to supervise my child.
- If I do not collect within 30 minutes of the booked expected collection time, and the club has been unable to reach me or any of my emergency contacts, I understand that Ducklings Creaton Club will follow its **Uncollected Child Policy** and contact Social Care.
- Whilst Ducklings Creaton Club 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.
- If there are any accidents or incidents at Ducklings Creaton Club 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 Ducklings Creaton Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Ducklings Creaton Club 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 will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on club premises.

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

Signature: _____ Date : _____