

PARENT CONTRACT

Name of child _____

Terms and conditions

On registration of my child at Cottingley Care Club I fully understand that:-

Any family wishing to terminate their contract with Cottingley Care Club must give one weeks notice in writing.

All session payments must be paid for at least one week in advance.

There will be occasions during the school holidays where an additional fee will be added for trips and outings. This will be advertised each holiday scheme.

Parents/carers need to be aware that they still must pay for sessions that are booked even if the child is ill.

All families must give the setting at least 24 hours notice if their child is not attending Care Club.

Parents will incur charges for any late pick up of children and consistently late payment. (late pick up of children will be charged at £1 for every minute after 6.00pm)

We understand that if parents are gaining financial support from external agencies i.e. working family tax, voucher schemes, collages or universities it may take longer for the monies/vouchers to pay parents however parents are expected to clear any arrears that these agencies may refuse to pay.

Children may be refused if parents do not pay the agreed fees.

We understand that at Care Club children do bring things in from home and will need equipment for outings etc. We do our very best to ensure property and equipment is looked after, however things may get broken or lost. Cottingley Care Club reserves the right to not refund or replace lost or broken equipment and will not be liable.

SESSIONS REQUIRED

Please tick as appropriate.

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I _____ agree to the terms and conditions that are stated above. I understand that this is a legal binding contract between myself and Cottingley Care Club.

Sign _____ Date _____

Signed Manager _____ Date _____

Copy given to parent YES/NO