

# The Club House @ TCP

## Parent/Carer's Contract.



Child's name.....

Parent/Carer's name.....



- I consent for my child to attend The Club House @ TCP. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
- I understand that The Club House @ TCP is a play facility and that whilst my child is there The Club House @ TCP is legally responsible for them.
- My child will be provided with a snack and drink whilst at club unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- I accept that whilst at the club my child may get involved in messy activities.
- Once my child is picked up by The Club House @ TCP he/she will be in their care until collected and signed out by a 'Named' responsible adult.
- I will inform a member of The Club House @ TCP Staff if I am collecting my child from school on a day that he/she is booked into the club.
- I will pay promptly for sessions, even if my child does not attend, unless other arrangements have been made with the Head Teacher. Once sessions are booked they are non-transferable. Please also note that once a booking is made, it cannot be cancelled and refunds will not be given.
- I will pay my invoice within 5 working days of when it is received. I understand that failure to do so will incur a £10 charge on my next invoice, or a set fee to be decided by the Head Teacher. The cheapest option will be the amount charged.
- I understand that if no payment is received for 4 weeks my child will be excluded from club until payment is received, unless other arrangements have been made with the Head Teacher.
- It is my responsibility to keep the club supervisor informed of any alterations to the information regarding my child.
- The Club House @ TCP closes at 6.00pm. If for any unforeseen circumstances I am going to be late, I will contact the supervisor/deputy as soon as possible.
- If my child is not collected by 6.00pm I will pay a charge of £5.00 for each additional 5 minutes I am late to cover the costs of the two members of staff who are legally required to stay.
- If any child remains at 6.15pm, after doing everything possible to contact parents and emergency contacts, The Club House @ TCP will be legally required to contact Social Services.
- Whilst we try to ensure safety and security of items, we cannot be held responsible for anything broken, lost or stolen.
- Should there be any incidents at The Club House @ TCP involving my child, I will be informed of the situation.
- If my child has an accident, then he /she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a senior member of staff may sign any consent forms necessary for treatment on my behalf.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Social and Health Professionals.

- I understand that the school's and club's policies will apply to both the breakfast and after school clubs.
- Where the club has endorsed my claim for Tax Credit, The Club House @ TCP is legally obligated to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.
- I confirm that the information given on this form is correct and agree to notify the club of any changes in details.
- Should parents/cares have a complaint, this will be dealt with under the school's complaint procedure, this can be found on the school's website.
- I understand the Club House @ TCP operates under the schools policies and procedures and is responsible to the school's Governing Body.

I have read and understood the above terms and conditions and in signing this form, agree to abide by them for my child attending The Club House @ TCP.

Signature: .....

Name (print) .....

Date: .....

I give permission for the named child to:

➤ Play in the school grounds with supervision	Yes / no
➤ Be face painted	Yes / no
➤ Take part in individual/group photos	Yes / no
➤ For photos to be used for promotion ie newspaper	Yes / no
➤ For photos to go on The Club House @ TCP section on the school website	Yes / no
➤ For photos to go on school's Facebook page	Yes / no

Parent/ Care name: .....

Signature .....

Date .....