



**FORM B**

**Ad Hoc Parent / Carer Contract**

Child's name .....Parent or Carer's name .....

- I consent for my Child to attend the Club and I understand that the Club is a play setting.
- 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.
- Once my Child arrives at the Club, the Club is legally responsible for him/her until collected and signed out by an authorised person.
- I will notify the Club before the start of the session if my Child will not be attending a session on a day that he/she is booked to attend (eg: due to sickness, holiday, going to tea, school trip or collection by Parent etc)
- It is my responsibility to keep Cherrytree informed of any alterations to the information regarding my Child (eg: contact details, medical conditions, etc).
- I accept that my Child may take part in messy activities while at the Club. I understand that I can provide my Child with appropriate clothing to accommodate this if I wish.
- The Club closes at 5.30pm. If, due to unforeseen circumstances, I am going to be late, I will contact Cherrytree on the numbers provided as soon as possible.
- Use of mobile phones is not permitted in certain areas of Cherrytree.
- Late pick up will incur a late collection charge. Late collection from the first session will incur an ad hoc session fee; late collection from the second session will incur additional charges as detailed in the handbook.
- If I do not collect my Child by 6.00pm, and the Club has been unable to reach me or any of my emergency contacts, I understand that the Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst the 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.
- 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.
- I understand that aggressive and abusive behaviour towards Staff and other children will not be tolerated and I have read the club's **Aggressive Behaviour Policy**.
- If there are any accidents or incidents at the 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 the Club will sign any consent forms necessary for treatment on my behalf.
- The Club has a reciprocal information sharing agreement with the school.
- Information held by the 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 no contact information relating to another Child or Parent can be given to me.
- Individual sessions cannot be credited or swapped if my Child is not attending a session due to illness, school trips, holiday or going to tea with a friend etc.
- I understand that if my Child requires medication whilst attending the Club, this will be provided to the Club and will be given in accordance with our **Administering Medication Policy**. I also understand that the Club has no access to any medication held by the school.
- My Child will be provided with a light tea and access to drinking water whilst at the Club unless otherwise requested.
- I have access to a copy of the **Information Handbook** which I have read.
- I understand that I will receive regular newsletters and information regarding the Club and forthcoming events via email.

I **DO/DO NOT** give my permission for photographs of my child to be used on Cherrytree's FB or website. (please delete as applicable)

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

Signature: ..... Date: .....

**FORM A & FORM B MUST BE COMPLETED**