



Child Care Agreement

This agreement is between:

Big Kidz Out Of School Club & The Parents/Carers of:.....

Lickey End First School

School lane

Address:.....

Lickey End

.....

Bromsgrove

.....

Worcestershire

.....

B60 1JG

PostCode:.....

Tel: 07828609994

Big Kidz Start Date:

I/We understand that Big Kidz Out Of School Club operates an open access to information policies and procedures and that I/we are welcome at any convenient time to view and make comment on these policies and procedures under which the club runs. I/we understand and give consent that Big Kidz will care for my/our child in line with these policies and procedures including emergency situations.

In the case of serious accident or illness staff will try and contact parents/carers immediately. If they or emergency contacts named on the registration form are unavailable the senior member of staff will assume responsibility. With the welfare of the child being paramount an ambulance will be called as appropriate. A member of staff will accompany the child to hospital. Health professionals are responsible for any decisions on medical treatment when parents are not available.

All club equipment is out of bounds at arrival and departure times unless a member of staff is present and supervising. The club will not accept responsibility for accidents during these times.

I/we understand that the children's welfare is of utmost importance and in respect of this Big Kidz works within the guidelines of the Worcestershire County Councils Child Protection/Safeguarding Children guidelines. A copy of the club's child protection policy is available on request.

I/we understand that it is our duty to inform the club of any pre existing injuries that my/our child has incurred. This will be logged in your child's personal file. I/we understand that only medication prescribed by a medical practitioner may be administered to children on completion of a written medical form in line with the club's policies.

I/we understand that the club are pleased to arrange meetings at a mutual convenient time to discuss problems or complaints and that the clubs complaints procedure is displayed on the parents notice board.

Payment of fees at current rate:

All fees are payable on a monthly basis in advance. Due to staffing no reduction in fees can be allowed for temporary absence (e.g. illness, holidays). Neither is it possible for the transferral of days or hours to following months.

All holiday club bookings will be invoiced separately in advance. Places cannot be guaranteed as we work on a first come first serve basis.

- Early Arrivals/late collections will be automatically charged at the additional session rate.
- Children collected after closing at 6.00pm will be charged £10.00 for every 15 minutes.
- Should you run over into the next session you will be charged and payment is due on collection or at the end of the week.
- Uncleared cheques will incur bank charges
- Fees that remain unpaid/late will incur a £10.00 charge.
- In the unlikely event of any club closure outside of our control, fees invoiced will not be reimbursed for the period of which such occurs.
- We reserve the right to increase fees as and when necessary, however 4 weeks notice in writing will always be given when doing so.
- The club is closed on all bank holidays, these days are not charged for.

Notice of withdrawal or reduction in hours

One calender month's notice of withdrawal from the club or reduction in hours is required in writing, or fees to be paid in lieu.

Arrival & Departure Times

As staff ratios have to be maintained at all times:

- Children must not arrive before their due start time, unless pre arranged with the club manager.
- If you are unavoidably delayed please phone so staff cover can be allocated and we can reassure your child.

All adults with legal parental responsibility for the child to sign below.

1. NAME.....SIGN.....DATE:.....
2. NAME.....SIGN.....DATE:.....
3. On behalf of Big Kidz out of school club: SIGN.....DATE:.....

