



Parent/Carer Contract

Name of Parent/Carer: _____

Name of Child: _____

- I understand that Houghton Primary School Out of School Hours Club (HPSOSHC) is a play care facility and that whilst my child is there HPSOSHC is legally responsible for him/her.
 - I consent to my child being delivered/collected to/from school at normal school opening and closing times or at other times agreed in advance between myself and the club e.g. when collecting him/her from an after school activity.
 - I understand that once my child is delivered to or collected by HPSOSHC he/she will be in the care of HPSOSHC until collected and signed out by a 'Named' responsible adult.
 - I will inform the club **in advance** if my child is not attending the club on a day that they are booked in.
 - I will book into the club on a termly basis and will **pay in full for all booked sessions even when my child does not attend** e.g. absence through holidays, appointments, school trips, attendance at other clubs etc. I understand that I am paying for my child's allocated place at the club and that there are no retainers, discounts or refunds.
 - I agree to pay club fees within 7 days of receiving an invoice (monthly in arrears for term time bookings). I understand that a surcharge of £10 or 10% of the invoice, whichever is greater, will be added to all outstanding invoices after this time.
 - I understand that where the club has endorsed my claim for Childcare Tax Credit HPSOSHC are legally obliged to notify the Inland Revenue if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice.
 - I will give the HPSOSHC one month's notice (4 weeks) or pay four weeks fees in lieu of notice of leaving the club.
 - I know that HPSOSHC closes at 6pm (and morning sessions finish at 1.00pm during the school holidays) and if for any unforeseen circumstances I am going to be late, I will contact the club directly.
 - I understand that if my child is not collected by 6pm (or 1pm if booked for a morning only session during the school holiday) I will pay a charge of £10 per quarter of an hour **per child** to cover the costs of the staff who are legally required to provide supervision. **These fees are non-negotiable.**
 - I understand that if any child remains at 7pm, after doing everything possible to contact parents and emergency contacts, then HPSOSHC will be legally required to contact Social Services.
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- I understand that it is my responsibility to keep the club promptly informed of any changes or alterations to information regarding my child.
 - I understand that I will need to provide a protocol for use of some medications from the doctor or hospital before they can be administered by staff. It is my responsibility to ensure that any prescribed medicines that my child has to take while they are at the club are in date.
 - I understand that staff will administer prescribed medication to my child only with my written consent and clear instructions for administration. They will not administer medicines that are not prescribed by a doctor.
 - I will not place my child in the care of HPSOSHC within 24 hours of illness.
 - I understand that 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.
 - I understand that if there is a situation where my child needs urgent medical treatment and I am unavailable, the member of staff from HPSOSHC may sign any consent forms necessary for treatment on my behalf. They will only do so if I have given consent on my child's registration form.
 - 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 Services and Health Care Professionals. I understand that the club will keep parents and carers fully informed of any information sharing if the child's safety is not being compromised.
 - I accept that whilst at HPSOSHC my child may get involved in messy activities and will provide my child with the appropriate clothing to accommodate this.
 - Whilst HPSOSHC try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.

**I have read and understood the above terms and conditions and I agree to abide by them.
I understand that these terms and conditions are non-negotiable.**

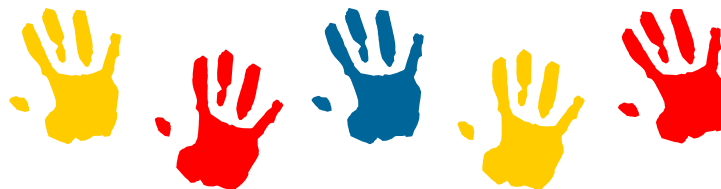
Signature _____
(Person with parental responsibility for named child)

Date _____

For office use:

Date received:

Date copy returned to
parents/carers:



**Houghton
Primary School
Out of School
Hours Club**