From 1st March 2017

Child’s Name:

# Introduction

Cramlington Kids Club aims to provide high quality childcare for the children it looks after. The achievement of this aim depends not only on the committee and staff working effectively as a team, but also on the relationship we have with you as parents and guardians of the children. We all need to work together and we would like you to work with us in maintaining the smooth running of the club.

To ensure Kids Club runs efficiently and continues to provide an excellent service, it must have certain procedures and conditions in place. Although every effort is made to take individual circumstances or views into account, at the end of the day these conditions must apply to everybody. However, we can assure you that we will treat everyone fairly and equally at all times. All parents are encouraged to read our Child Protection Policy situated at the main entrance.

This document sets out what you can expect from us, and what in turn we expect of you, as parents and guardians of the children in our care. It also incorporates the booking form and your latest contact details. At the beginning of each yearly period you will be asked to sign this agreement to confirm that you will adhere to the procedures and conditions set out in it. Please read it carefully to make sure you fully understand the procedures and what is expected of you.

# Opening Hours

The Kids Club will be open Monday to Friday from 7.30am until 9.00am in the morning and from 3.00pm until 6.00pm in the afternoon during school term time. In addition it will be open from 7.30am until 6.00pm during school holidays.

Early Years will be open from 7.30am until 6.00pm Monday through to Friday. The club will provide a lunch and tea for the Early Years children.

In accordance with relevant legislation appropriate numbers of staff will be on site to supervise and arrange activities for the children.

Parents/guardians will be required to sign a registration book when they leave their children with Kids Club/Early Years and the club will not be responsible for the children until this point.

Children should be collected by parents/guardians no later than 5.55pm. If any child is collected after 6.00pm a charge of £10will be made each **in addition** to the normal charge for each half-hour.

If your child is to be collected by someone not previously authorised, staff should be informed and appropriate arrangements made prior to the child being picked up. A child will only be released to a person that has been authorised.

# Prices

The current charges for having children looked after by Kids Club are shown below, the prices have remained static for some time however, from 1st October modifications have been necessary due to raising the minimum wage threshold.

An additional charge of £1.00 per child will be made for those wanting breakfast or £2.00 for those wanting tea during term times. However all junior and senior kids club must bring pack lunches during holidays.

Last orders for breakfast is 8.15am. Snacks will still be provided twice a day free to the children.

 ***Kids Breakfast Club 4-13yrs - £4.00 per session (includes optional breakfast)***

***Kids After School Club 4-13yrs***

£4.00 for the first hour – increasing by £1.00 every ½ hour thereafter.

***School Holidays***

Junior Kids Club (7yrs & under) £16.00 for half day and £20 full day.

Senior Kids Club (8yrs & over) £14.00 for a half-day (up to 5 hours) and £18 for a full day.

***Early Years 3-4yrs***

£20 for a half-day (up to 5 hours)

£25 for a full day (over 5 hours)

***Toddler Early 2-3yrs***

£22 for a half-day for five hours (includes dinner or tea)

£30 for a full day (including dinner and tea)

***Baby Prices 0-2yrs***

£24.00 for a half-day (up to 5 hours)

£35.00 for a full day (over 5 hours)

A retainer fee of £100 can be paid to secure your baby, toddler or early years place at Cramlington Kids Club. This amount will be deducted from your bill after six months of continuous use of childcare. Otherwise it is non refundable should you not use us.

A cancellation charge of £5.00 per half day and £10.00 full day will be made for **any** booking that is cancelled with less than 24 hours notice. This applies to sickness too.

Your bill will be given to you at the end of each month (except holiday kids who will pay weekly) Payment should be made to Cramlington Kids Club within 7 working days on receipt of bill.

**If you simply do not turn up on the day of booking, you will be charged the full fee amount for the day or usual time you have previously arranged.**

# Booking Your Child’s Place at Cramlington Kids Club

To arrange for your child to be registered with Kids Club you must complete a booking form notifying us of the dates you want us to look after your child (a booking form is attached at the end of this agreement).

Bookings will be taken on a first come first served basis and once we have reached our maximum capacity further bookings will have to be refused. However, a waiting list for places will be kept and if any cancellations are received places will be filled from the waiting list.

Each booking will cover a period of 4 months and for each period the form must be received in advance. The booking periods and the dates from which the booking forms will be accepted are shown below:

#### Booking Period

1st January to 30th April – forms accepted from 1st November

1st May to 31st August – forms accepted from 1st March

1st September to 31st December – forms accepted from 1st July

If any arrears are due to Cramlington Kids Club for two months or more, booking forms will not be accepted until a payment for the full amount has been received.

**If you have not paid your bill by the seventh day of you receiving your bill, then a late payment fee of £50.00 will be added to your next bill on each occasion.**

**Where you have made payments direct to our bank, no refunds will be made as all funds credited to our bank are to be offset against childcare and other running costs.**

# General

As providers of quality childcare we have high standards which our staff are expected to maintain. We expect them to be friendly, helpful and polite at all times when dealing with you.

If you are not satisfied or have any complaints about any aspect of the service we provide you can speak or write to any member of the club committee. We will look into the problem and try to resolve it wherever possible.

However, in return we also expect that you and your children will treat our staff with the respect they deserve. The staff at Kids Club should not have to put up with abusive, aggressive or unreasonable behaviour either from the children or you and we reserve the right to refuse future bookings where such behaviour has been persistent. This of course will be a last resort and every attempt will be made to resolve the situation amicably before this happens.

# Sickness

If any child has an infectious or contagious illness they should **not** be brought to Kids Club and if a child is already at Kids Club and is found to be suffering from such a complaint, arrangements will be made with you for them to be taken home.

# To help us help you prevent the spread of infections, illnesses and diseases we can and will exclude children from the Centre for these reasons.

# This must be strictly adhered to following guidance from list provided from local authority recommendations:

# Diarrhoea and/or sickness – exclusion period – 48 hours from last episode of diarrhoea or vomiting.

* Whooping Cough – exclusion period – 5 days from commencing antibiotics treatment or 21 days from onset of illness if no antibiotic treatment has been taken.
* Croup – exclusion period is 5 days from when sore throat and coughing as virus can be spread airborne.
* Chicken Pox, Measles & German Measles – exclusion period is 5 days from onset of rash.
* Head Lice – exclusion period is until the head lice have been treated.
* Mumps – exclusion period is 5 days from the onset of swollen glands.
* Hand, foot and mouth disease – exclusion should be until all symptoms have healed.
* Conjunctivitis – exclusion should be until eyes are no longer red and weeping.

# Staff are not allowed to administer any prescribed medication to the children without your permission. If your child requires medication whilst at Kids Club you must first complete a consent form and specify exactly what is required. Staff will ensure that details of any medication given to the children are properly recorded. Medication unless prescribed by a doctor within four weeks of initial illness will not be administered.

Please remember that a cancellation charge of £5.00 per half day and £10.00 full day will be made for **any** booking that is cancelled with less than 24 hours notice. This applies to sickness too.

**If you simply do not turn up on the day you will be charged the full fee for the day or usual time you have previously booked.**

# Contact Information

It is important that we hold accurate up to date information about the children and have emergency contact numbers available. Therefore before we accept children into Kids Club you must provide the following information:

### Information about Your Child

## Child’s Name Sex

## School

## Home Address

 **Post Code**

**Date of Birth Place of Birth**

**Preferred spoken language Child’s Doctor**

**Address of Doctor**

 **Post Code**

**Telephone**

**Child’s Dentist**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of Dentist** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Post Code** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Known Medical Problems? (For example asthma, epilepsy, etc)**

**Any Known Allergies? (For example food, grass, fur, plasters)**

**Does you child have a Health Visitor Y / N Name**

**Does your child have a Social Worker Y / N Name**

### Contact Details

#### Parent/Guardian

**Home Telephone**

**Place of Work**

**Work Telephone/Mobile Number**

**In an Emergency, please contact:**

**Name**

**Relationship to Child**

**Address**

 **Post Code**

**Home Telephone**

**Work Telephone/Mobile**

**Any other information you feel we should know?**

**Please list all persons that you will allow to sign-out your child:**

**Name Relationship to Child Example**

**Signature**

# Parental Consent

From time to time Cramlington Kids Club will arrange organised visits for the children, full details of the itinerary and supervisory arrangements will be provided to you before each visit takes place. You will be asked to complete an individual consent form to confirm that you are happy for your child to take part. If this is not done your child will not be allowed to take part in the visit.

In addition to organised visits children will also have the opportunity to take part in informal activities and impromptu short trips within the Cramlington area e.g. to Concordia or local shops, however these will always follow the appropriate guidance relating to safety and supervision. By signing the agreement below you will be giving your consent for your child to take part in such activities, either by walking or being transported on the Kids Club Mini Bus.

When you have read and understood this document please sign the statement below to confirm your agreement.

I, (parent’s name) agree to allow sun cream of no less than factor 50 supplied by us, and give permission for staff at Cramlington Kids Club to apply this sun cream to my child when necessary.

(Please refer to the warm weather policy)

I, (parent’s name) give permission for the staff at Cramlington Kids Club to seek emergency medical advice and treatment for my child if necessary.

(Please refer to the accident, medication and illness policies)

I, (Parent’s name) give my permission for staff at Cramlington Kids Club to wash my child if necessary, in the occasion of messy play/ loose nappies, etc.

I, (Parent’s name) give permission for staff at Cramlington Kids Club to apply barrier cream to my child when necessary.

I, (Parent’s name) give permission for the staff at Cramlington Kids Club to administer first aid and medical treatment on my child if necessary.

I, (Parent’s name) give permission for my child to eat birthday cake which has been provided by other parents (but must not be homemade) in nursery.

I, (parent’s name) give permission for the staff of Cramlington Kids Club to carry out observations on my child.

I, (parent’s name) give permission for the staff of Cramlington Kids Club to take photographs of my child during activities and use them for display or observation purposes.

I, (parent’s name) give my permission for the staff to check my child for head lice.

I, (parent’s name) give permission for my child to have their face painted/nail art/ crazy hair styles and get wet during water play.

**Parent / Carer’s comments**

To help us settle your child into Kids Club and to meet your child’s needs and likes it would be extremely useful to us to have further information about them.

People who live with them in their house:

(mum/dad/brothers/sisters/gran – names and ages will help)

Other important people in their lives:

What is your child’s position in the family?

Pets (including names):

Favourite toys:

Favourite foods:

Favourite TV programmes:

Favourite sports & outdoor games

Important events in your family life:

Are there any important celebrations, festivals or events you share as a family?

**Personal Belongings**

I understand that I am responsible for providing all nappies, wipes and creams for my child.

I understand that I am responsible for ensuring all of my child’s personal belongings are named. The kids club will not be responsible for the loss of any un-named items.

I agree to provide sun cream and a sun hat or my child in the summer months.

I agree to provide hat, scarf, and gloves for my child in the winter months.

I agree to provide wellies and a raincoat for use in wet weather.

For more information please refer to the following policies which will be available on our parent’s table at the foyer.

* Summer weather policy
* Winter weather policy
* Outdoor play policy

##### Agreement of Parent/Guardian

I am satisfied with the information supplied about Cramlington Kids Club and agree to the contents of this agreement.

I agree to my child taking part in routine activities that may involve short trips in the local vicinity. I know of no medical reason or other reason why my child should not participate.

I authorise that my child can be transported to/from nursery or school on the Kids Club Mini Bus or for local trips/visits.

I consent to an appropriately trained member of staff providing any necessary emergency treatment to my child during the running of the club.

**I have carefully read and understood all of the terms and conditions of this contract. I understand that upon signing this contract I agree to work in partnership with the kids club, abiding by all their policies and procedures, as well as the terms of this contract.**

#### Signed Date

## IMPORTANT INFORMATION

If any arrears are due to Cramlington Kids Club for two months or more, booking forms will not be accepted until a payment for the full amount has been received.

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