**Cramlington Kids Club**

**Parental / Guardian Agreement - November 2022**

 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 Policies and Procedures and Child Protection Policy situated at the main entrance in Kids Club.

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. Please read it carefully to make sure you fully understand our procedures and what is expected of you.

# 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.

# Opening Hours

Cramlington Kids Club are open Monday to Friday 7.30am until 6pm for Kids club except holiday time when it closes at 5.30pm and children should be collected before 5.25pm. It operates a Baby Unit, Toddler Unit and Early Years Unit which are open 7.30am until 5.30pm together with Breakfast club, After school club and a Holiday club. In accordance with relevant legislation appropriate ratios of staff to children be at the setting to supervise and arrange activities for all the children all of the time.

Parents/guardians will be required to bring their children to the setting at which time the arrival time will be recorded at the start of each session. When Parents/guardians leave their children with Cramlington Kids Club it will be only then we will be responsible for the children from this point.

Children should be collected by parents/guardians no later than 5 minutes before the closing time. If any child is collected after a charge of £10will be made for each child **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 with the use of passwords being made known to us. A child will only be released to a person that has been authorised and are known to us.

# 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 March 2022 slight increases had to be made due to raising the minimum wage.

Term Time Kids Breakfast Club 4-13yrs - £4.00 per session (includes optional breakfast – last orders 8.00am)

Term Time - Kids After School Club 4-13yrs – (tea not available)

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

School Holidays

Junior Kids Club (up to 7yrs) £17.00 for half day and £21 full day.

Senior Kids Club (8yrs & over) £15.00 for a half-day (up to 5 hours) and £19 for a full day.

During holiday periods as additional charge of £1.00 per child will be made for those who would like breakfast and last orders is 8.30am. All junior and senior kids club must bring pack lunches and / or picnic teas during holidays. Snacks and drinks are provided twice a day and free to the children.

Early Years Prices 3-4yrs

£22 for a half-day (up to 5 hours & includes dinner or tea)

£30 for a full day (over 5 hours & includes dinner and tea)

Toddler Prices 2-3yrs

£25 for a half-day for five hours (includes dinner or tea)

£37 for a full day (including dinner and tea)

Baby Prices 0-2yrs

£27.00 for a half-day (up to 5 hours)

£42.00 for a full day (over 5 hours)

**Fees and Charges**

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. In term time only Junior and Senior Kids Club will be charged £5.00 for late cancellations and no shows.

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.

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.

# 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.

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

# 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:

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

* Whooping Cough – exclusion period – 48 hours from commencing antibiotics treatment or 21 days from onset of illness if no antibiotic treatment has been taken.
* Croup – exclusion period is 48 hours 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 until all spots are scabbed.
* 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 & cold in the eye – exclusion should be until eyes are no longer red and weeping.
* Scarlett fever – 48 hours commencing antibiotic treatment.
* Slapped cheek – please make us aware as can be dangerous to pregnant women.
* Impetigo – 48 hours commencing antibiotic treatment and have scabbed over.
* Bronchitis – Incubation period 4 – 6 days.

Staff cannot administer medication unless it is prescribed, this includes Calpol and will last 4 weeks from the prescribed date. However, if your child develops a temperature while within our care and rises above 38.5C we will contact you to obtain verbal permission to administer our Calpol to bring temperature down until parents arrive. Daily consent is needed for all medication and will be recorded during the day and then signed for on collection of your child.

**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:

|  |
| --- |
| Child’s Name Male or Female  |
|  |
| School DOB |
|  |
| **Each Parent/Guardian address responsible for child and indicate child’s main home**Home Address Home Address  Post Code Post Code Main residence Y / N Main residence Y / N |
|  |
| Place of Birth Preferred spoken language |
|  |
| Child’s Doctor Dr number  |
|  |
| Address of Doctor  |
| Child’s Dentist Dentist number |
|  |
| Address of Dentist    |
| Any known Medical problems? e.g. Asthma, epilepsy etc |
|  |
|  |
| Any known Allergies? e.g. food, grass, fur, plasters |
|  |
|  |
| Does your child have a Health Visitor Y / N Name  |
|  |
| Does your child have a Social Worker Y / N Name  |
|  |
|  |
| **Contact Details**  |
|  |
| Parent / Guardian Name Mobile Number |
|  |
| Parent / Guardian Name Mobile Number |
|  |
| Home Telephone number Email address |
|  |
| Tapestry 1st Email Tapestry 2nd Email  |
|  |
| Place of work Work number**In emergency, please contact:** |
|  |
| Name Relationship to child  |
|  |
| Address  |
|  Post Code |
|  |
| Home Telephone Mobile  |
|  |
| Any other information you feel we should know? |
|  |
|  |
| **Please list all persons you will allow to sign out your child:** |
|  |
| Name Relationship to child Signature  |
|  |
| Name Relationship to child Signature  |
|  |
| Name Relationship to child Signature  |
|  |
| Name Relationship to child Signature  |
|  |

**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 – names and ages will help)

Other important people in their lives? Pets (including names):

Favourite toys: Favourite foods:

Favourite TV programmes: Favourite sports & outdoor games

Important events in your life:

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

# 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) in the case of emergencies should it be required give permission for the staff at Cramlington Kids Club to administer the correct amount of Piriton (consent via phone will also be needed).

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 and stored safely in accordance with GDPR 2018.

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.

##### Agreement of Parents / Guardians

* 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 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 ensure sun cream (no less than factor 50) is applied to my child before they attend with a sun hat during hot days and 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.
* I agree to adhere to the sickness policy and I understand not all ailments can be listed to cover every eventuality. Therefore, at the discretion of management there may be times where we may need to exclude your child to help us prevent the spread of infections, illnesses and diseases and I understand this.
* 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 agree to pay all childcare fees / charges in a timely manner no longer than 7 days after receiving my bill.
* I agree to abide to the new changes required in connection with Covid 19 which have been added to a new Section 9 to our Policies and Procedures which came into effect as from 1st June 2020.

**I have carefully read and understood all the terms and conditions of this contract and the Policies and Procedures.**

**I understand that upon signing this contract I agree to work in partnership with the Cramlington Kids Club, abiding by all their policies and procedures which includes the new Section 9 relating to Covid 19, as well as the terms of this contract.**

#### Signed Date

#### Signed Date

