

Caban Y Faenol Cyf Parent/Carer's Contract

Parent / Carer Name -----

Child's name -----

I understand that Caban Y Faenol Cyf is a play care facility and whilst my child is there Caban Y Faenol is legally responsible for her/him.

My child will be provided with a snack and drink whilst at the club unless otherwise requested.

My child will be given stimulating and challenging play opportunities in a fun and safe environment.

Once my child is delivered to Caban Y Faenol he/she will be in the care of Caban Y Faenol until collected and signed out by a named responsible adult.

I will inform the club supervisor if I am collecting my child from school on a day that he/she is booked in the club.

I will pay promptly for sessions even when my child does not attend, as per the club's payment policy unless other arrangements have been made with the manager.

I will give 4 weeks notice of any change to my child's booking, holiday requirements or termination of place. If I don't, I accept I will have to pay the full amount of each session unless there are extenuating circumstances which have been brought to the attention of the management committee. If the correct notice is given when going on holiday, then you will be charged half payment in order to keep your child's place.

I understand that Caban Y Faenol operates a waiting list and not all changes can be accommodated especially if requirement is to increase sessions or change days attended, even with 4 weeks notice.

It is my responsibility to keep the club manager informed of any alterations to information regarding my child.

I accept whilst at Caban Y Faenol my child may get involved in messy activities and will provide my child with the appropriate clothing to accommodate this.

Caban Y Faenol closes at 6pm and if for any unforeseen circumstances I am going to be late, I will contact the manager.

If my child is not collected by 6.10 pm I will pay a charge of £25 to cover the costs of two staff who are legally required to stay.

If any child remains at 6.30 pm after doing everything possible to contact parents and emergency contacts, then Caban Y Faenol will be legally required to contact Social services.

Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.

I have read the behaviour policies and agree to it's terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.

Should there be any incidents at Caban Y Faenol involving my child, I will be informed of the situation.

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.

If there is a situation where my child needs urgent medical treatment and I am unavailable, the member of staff from Caban Y Faenol may sign any consent forms necessary for treatment on my behalf.

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 may be passed on to other agencies. For example: Police, Social Services, and Health Care Professionals.

Where the club has endorsed my claim for Childcare Tax Credit Caban Y Faenol are legally obliged to notify the Inland Revenue if I cease to use the services during the period of my claim unless I give a minimum of 10 days notice.

Reference to your Tax Credit Claim form will indicate we may be held jointly liable for any claim the Inland Revenue consider to be fraudulent.

Should you wish to make a complaint you must follow the guidelines that are set out in the Parents Handbook

If my child requires medication while at Caban Y Faenol I will fill in the relevant forms and deliver the medicine on a daily basis.

I will support and follow the guidelines set out in the Equal Opportunities Policy.

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

Signature

Date.....