

Parent / Carer contract



Please read and sign the contract and return it together with your registration form.

1. Registration

You will need to complete a Registration Form together and sign the Parent contract. We are unable to care for your child without these documents.

Please return all documents to The Old Potting shed. We will contact you to confirm your child's place. Your taster sessions will be booked once we have received your registration fee and deposit.

2. Drop off /Collection

All children must be signed in when they are dropped off and signed out upon collection. Our opening hours are 8:00 - 18:30; Children must not be dropped off before 8:00 or collected after 18:30. If we need to inform you of any incidents or accidents that have happened during your child's time at The Old Potting Shed you will need to sign to show you have received this information before leaving.

3. Hand-over of Care

On the Registration Form you are asked to give the details of at least two people who may collect your child if the need arises. Identification will need to be provided and you should always advise us as to who will be collecting your child if there is a change.

We operate a password system for safe collection of children by anyone other than those listed on the Registration Form.

Signing a child in or out of a session confirms the official hand-over of care from one party to the other.

4. Fees

Registration fee: £40 per child

Deposit: £100 per child (Deposit will be refunded after one month of the place being taken)

Fees with effect from May 1st 2017 (reviewed annually) are:

	WHOLE DAY / SESSION 8:00-18:30	HALF DAY 8:00-13:00
Seedling (0-2)	£49.50	£30
Saplings (2-3)	£45.50	£27
After School Club	£11	
Breakfast Club	£5.50	
Holiday Club (From Easter)	£25	£14.50

PRE SCHOOL ONLY	PRE SCHOOL	ADDITIONAL COST FOR MEALS
Whole Day	£40.50	
Half Day	£24	
Short Day (9:00-15:00)	£28	
Short Day Half Day am (9:00-12:00)	£13.00	
Short Day Half Day pm (12:00 – 15:00)	£15:00	
Evening Session (15:00-18.30)	£15.50	
All Free Funded Sessions	FUNDED	£2.50
Forest School	£4.00	

Fees must be paid one monthly in advance on the first day of each month. For ad hoc sessions payment should be made on day the session is taken. Flexi-days will be deducted from the following month's payment. Fees are reviewed annually. The Old Potting Shed will consider requests for variation to payment terms on an individual basis. Any queries regarding fees should be directed to the managers.

5. Method of Payment

Payment can be paid by cheque, cash, childcare vouchers or electronic transfer.

Cheques should be made payable to Home from School Ltd or The Old Potting Shed. Please write cheque guarantee number on reverse of cheque and, where applicable, the invoice number and the name of the child(ren).

Electronic transfers: Sort code 30 91 84
Account number 18898960

Please note: Failure to make regular payments may result in action being taken. If this action is taken, childcare will be withdrawn. Any false claims for Working Tax Credit will be treated as fraudulent and may result in prosecution.

6. Cancellations

One month's written notice is required to cancel your place at The Old Potting Shed or to alter the care contract. No responsibility will be taken for verbal cancellations for any childcare services.

No refunds will be given for casual cancellations. If The Old Potting Shed management has to cancel your place for any reason then you will not be charged for the session.

7. Non-attendance

If your child is unable to attend a session please make sure that you contact us as soon as possible. All absences need to be acknowledged by a member of staff. If this is done over the phone then you must be follow this up in an email giving the name of the member of staff that you left a message with.

Non-attendance of a booked session without explanation will result in a £5 charge.

This communication is essential to your child's safety.

Please Note: We are unable to give refunds if the club is open and parents make the decision not to send their child(ren) either for holiday or sickness.

8. Late collection fee

Our legal and insurance responsibility ceases at 18:30.

Please notify on 07777 692115 if you are unable to collect your child by 18:30.

To cover staffing costs, a fee of £5.00 will be charged per 15 minutes or part thereof that your child remains in our care.

9. Closure of Club in an emergency (full policy available on request)

If it is a management decision to close the After School/Holiday Club at short notice due to very exceptional circumstances i.e. severe adverse weather conditions, no heating; burst water pipes, etc a full refund will be given for the day(s) the club is closed.

10. Medical information (Full policy available on request)

The Old Potting Shed reserves the right not to accept a child who is obviously ill on arrival. (See Sickness Policy for information on when not to send your child) In this event a member of staff will contact the parent/carer and arrangements must be made to have the child collected. We will ensure that the child is cared for until this can be arranged.

Medication prescribed by a doctor may only be administered by a member of staff from The Old Potting Shed if consent has been given by the parent/carer in registration form. If there are any changes after the registration form has been completed a Permission to administer medication form must be completed. It is your responsibility to update us with any changes.

All medication that is given to the club must:

- have the prescription sticker with the name of the child, dosage and type of medication

- have the manufacturer's instructions
- be in the original packaging

11. Behaviour (Full policy available on request)

All children who attend The Old Potting Shed must act in accordance with the behavior policy included in the registration pack. Failure to do so may result in your child being asked to leave the club.

12. Safeguarding (Full policy available on request)

Under the new Prevent agenda we are committed to promoting British values and expect all parents to follow this. Please see our noticeboard for more information.

Under no circumstances should a parent use their mobile phone or camera to take pictures of any child while they are at the club or part of an of site trip.

Please Return this with your completed Registration Form

Declaration

I / we understand that by signing this contract I / we agree to abide by the The Old Potting Shed policies (Full set available upon request) and the terms and conditions set out in the Parent Contract.

Signed Parent/Carer

_____ Date _____

Print Name
