



Putney Wraparound Childcare Contract with Parents

- I understand that my child will be attending Putney Wraparound and I will pay a one off £40 registration fee per child attending.
- I will book my child into the club on a first come first served basis and will pay for all booked sessions at least one month in advance. I will be invoiced accordingly by Putney Wraparound.
- All booked sessions (whether my child attends or not) are non-refundable unless I have made other arrangements with the manager.
- I agree to give at least 1 term cancellation notice for any pre-booked sessions.
- I understand that the club has policies and procedures (which are available for reference at the club or on our website) and that there are expectations and obligations relating both to the club and to myself and my child and I agree to abide by them.
- I understand that Putney Wraparound is a play setting and that whilst my child is there, Putney Wraparound is legally responsible for him/her.
- My child will be provided with breakfast and/or an afternoon meal whilst at the club unless otherwise requested.
- Once my child arrives at Putney Wraparound he/she will be in the care of Putney Wraparound until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- I accept that my child may take part in messy activities while at Putney Wraparound. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Putney Wraparound closes at 6.30pm. If due to unforeseen circumstances I am going to be late, I will contact the manager as soon as possible.
- If I do not collect my child by 6.30pm I will pay a charge of £20 per quarter of an hour to cover the costs of any staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm and the club has been unable to reach me or any of my emergency contacts, I understand that Putney Wraparound will follow its **Uncollected Children Policy (see website)**.
- Whilst Putney Wraparound tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I will abide the club's **Behaviour Management Policy** (see website) and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for any missed sessions as a result unless otherwise agreed with the manager.
- If there are any accidents or incidents at Putney Wraparound involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Putney Wraparound will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form (see website)**.
- Information held by Putney Wraparound regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated (see website for further details).

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