

Stortford KidsOut Contract with Parents

Child's name _____

Parent or carer's name _____

1. I consent for my child to attend Stortford KidsOut Out of School Club (hereafter referred to as KidsOut). I understand that the club has policies and procedures (which are available for reference at the club), 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.
2. I understand that KidsOut is a play setting and that whilst my child is there, KidsOut is legally responsible for him/her.
3. Once my child arrives at KidsOut he/she will be in the care of KidsOut staff until collected and signed out by an authorised person.
4. 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.
5. It is my responsibility to keep the Club Leader informed of any alterations to the information regarding my child (e.g. contact details, medical conditions).
6. I accept that my child may take part in messy activities while at KidsOut. I understand that I am advised to provide my child with appropriate clothing to accommodate this activity if I wish.
7. KidsOut closes at 6.30pm during term time and 6pm during Holiday Clubs. If, due to unforeseen circumstances, I am going to be late, I will contact the Club Leader as soon as possible.
8. If I do not collect my child by the required time, I will pay a charge of £5.00 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child out of normal operating hours.
9. If I do not collect my child by 7pm, and the club has been unable to reach me or any of my emergency contacts, I understand that KidsOut will follow its **Uncollected Children Policy** and contact Social Care.
10. Whilst KidsOut 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.
11. I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club; I will pay for any missed sessions unless otherwise agreed with the club's Registered Person.
12. I understand that if my child is involved in an accident or incident, I will be informed immediately.
13. If my child has an accident at the club that requires First Aid, he/she will be treated by a qualified first aid member of staff 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 KidsOut will sign any consent necessary for treatment on my behalf, as stated and confirmed in the **Medical Form** included in my application for a place.
14. Information held by Stortford KidsOut 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. See our **Privacy Policy**
15. I understand that aggressive, abusive behaviour, including the use of a raised voice towards staff will not be tolerated

I have read the **Terms & Conditions for 2019/20120** prior to signing this Contract and I agree to abide by them.

Signature: _____

Date: _____