

**The Hollies Childcare Facility
Contract Between
Parent / Carer / Guardian
and
The Hollies Out of School Club**

**Please complete all sections of this document and return it to a member of The Hollies Staff
before your child starts using the Out of School Club facility**

**A copy will be kept in your child's individual file and a photocopy will be returned to you for
your information**

**PLEASE NOTE WE WILL BE UNABLE TO ACCEPT YOUR CHILD/CHILDREN IN HOSC UNTIL YOU HAVE SIGNED AND
RETURNED THIS FORM.**

Registered Charity Number: 1196324

The Hollies Out of School Club Contract / Terms and Condition

Child /Children's Name/s: _____

We The Hollies Childcare Facility care for the children in our charge and for the feelings and concerns of their parents/carers. We wish to work with you to provide the best quality childcare and play opportunities in a pleasant, caring and learning environment.

1. The Hollies Out of School Club will open during term time excluding bank holidays and inset days in accordance with the Gwauncelyn Primary School calendar.
Each session will start at 15.30 and end at 17:30 at a cost of £7:50 per session paid in 11 instalments - payable on the 1st of every month.
Payments should be paid directly into our bank account by bank transfer. You may also pay direct by childcare vouchers on line.
2. Any changes to the fee will be notified in writing at least one month before the change is due.
3. We will ensure that children are collected from sessions and released to a named adult who has been identified in section 1.0 of the Parent Handbook and Registration. If for any reason the named adult is unable to collect we will release children if the correct password is used. In the event of an emergency, parents are required to contact the setting via telephone.
4. If your child becomes ill whilst attending a session we will inform the main contact (or other named contact if main contact not available) and your child will be looked after in a quiet area until collected. Your child will be observed for worsening symptoms and if required, action will be taken in accordance with HOSC's Emergency Procedure.
5. Medicines will only be administered in accordance to the Medications Policy.
6. We will treat all children as individuals and endeavor to meet their specific needs.
7. We will take account of each child's specific special dietary needs.
8. Emergencies will be dealt with in line with the Emergency Procedure.
9. We will provide a relaxed and friendly environment where children are free to choose from a wide range of play opportunities. Any behavior which is likely to lead to the safety and environment of others being compromised will be dealt with in accordance with the Behaviour Policy.
10. We will ensure that all parents/carers are aware of any changes to HOSC's policies and procedures via email.
11. We will act on any complaints as explained in our Complaints Policy.

12. Some of the routine activities of the out of school club will involve sports, art and craft, dressing up and games and your child may get messy or dirty whilst in session. The Hollies out of school club is not responsible for loss or damage to clothing or anything else your child has brought to the club.

13. We will administer payment and booking procedure as follows:

Booking Form:

Please indicate which day / days of the week you wish your child/children to attend.

Days Required	Monday	Tuesday	Wednesday	Thursday	Friday
No. of Places Required					

- All fees must be paid on the 1st of every month in advance.
- Payments can be made direct into our bank account by bank transfer. You can also pay direct by childcare vouchers on line.
- Any fees that are not paid by the 10th of the month will incur a £10.00 charge – except for September when fees must be paid by the 15th.

Monthly Costs:

Days per week per child	1	2	3	4	5
Monthly Fee 1 st of the month per child	£25.90	£51.80	£77.70	£103.60	£129.50

- All teacher training days and holidays have been deducted.
- All days that are booked must be paid for – even if your child does not attend.
- If you need to cancel a place on a permanent basis you must give one month's notice in writing.

Please pay your fees into Lloyd's Bank: you will need to use your child /children's name as reference:

Account Number: 88728663 Sort Code: 30-98-97

First payment due on September 15th all other payments are due on the 1st of the month. Although we are limited to the number of children we can accept in HOSC, there may be occasions when you need extra sessions at short notice. If there are spaces available they will be charged at £8.50 per child per session.

If you need further information about our fees please refer to our Fee Policy which can be viewed The Hollies Childcare Facility webpage <https://www.hollieschildcare.org.uk>

I have read the above terms and agree in return:

1. To pay for my childcare as required.
2. To provide payment by Electronic Transfer, Standing Order or via the Tax free Childcare Voucher Scheme.
3. To give notification of absence by text or email by 9:30am on the day of absence.
4. To give notification if my child contracts a communicable or infectious disease which is notifiable under the health and safety legislation.
5. To ensure that my child is kept away from HOSC for 48 hours after periods of sickness or diarrhoea.
6. To ensure that my child is dressed appropriately for all weather conditions and will apply sun cream if the weather conditions require it.
7. To update the Hollies out of school club of any changes in authorised persons able to collect my child, or changes in doctor's details or changes of address.
8. To keep you informed of any changes that may affect my child's well-being.
9. That the Hollies out of school club reserve the right to exclude any child should any of the above terms and conditions not be met.

I have read and accept the Hollies Out Of School Club terms and conditions and the club's Policies and Procedures as seen on the website.

Parent/Carer:

Name in Block Capitals: _____

Signature: _____

Date: _____

Hollies Out of School Club Representative:

Name in Block Capitals: _____

Signature: _____

Date: _____