

The Hollies Childcare Facility Pre-Nursery

Contract Between Parent / Carer / Guardian and The Hollies Childcare Facility

Please complete all sections of this document and return it to The Hollies Playgroup before your child starts using the 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:

The Hollies Childcare Facility offers a range of services throughout the day to include breakfast club, Rising 3's, Wraparound and Out of School Club.

The Hollies Childcare Facility is open between the hours of 0800 and 1730 Monday to Friday during term time only

For those of you who are entitled to the Childcare Offer for Wales funding we ask that you confirm your places by completing the online application.

If you are not entitled to the Childcare Offer for Wales funding, you must pay monthly, in advance. You will receive an invoice for this and payment must be received by the 1st of each month. The cost per session will be confirmed once we have received guidance from Welsh government.

Child's name: _____

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.

I (the parent / carer) accept that:

- a) The Hollies Childcare Facility will open every school day from 0800 to 1730. This is excluding bank holidays.
- b) The fee per session and any changes to this fee level will be notified, in writing, at least one month before the change is due.
- c) Parents / carers are required to give 4 weeks' notice, in writing, if their child requires a reduction in required hours on a regular basis.
- d) Charges during absence will be in accordance with The Hollies Admissions Policy and Fee Policy. All policies can be viewed upon the Hollies Childcare Facility webpage. <https://www.hollieschildcare.org.uk>
- e) I will ensure that my child is collected from sessions and released to a named adult who has been identified in section 1.0 of the Parent Handbook and Registration.
- f) If my child becomes ill whilst attending a session you will inform the main contact (or other named contact if not available) and the child will be looked after in a quiet area until collected. The child will be observed for worsening symptoms and if required, action will be taken in accordance with the Playgroup's Emergency Procedure.
- g) Medicines will only be administered according to the Medication policy.
- h) You will try and arrange alternative cover in the case of staff absence.
- i) You will treat all children as individuals and endeavour to meet their specific needs.
- j) You will take account of each child's specific special dietary needs.
- k) Emergencies will be dealt with in line with the Emergency Procedure.
- l) You will provide a relaxed and friendly environment where children are free to choose from a wide range of play opportunities. Any behaviour which is likely to lead to the safety and environment of others being compromised will be dealt with in accordance with the behaviour policy.
- m) You will ensure that all parents / carers are aware of any changes to The Hollies policies and procedures via The Hollies Childcare Facility website.
- n) You will act on any complaints as explained in your complaints Policy.

Some of the routine activities of The Hollies will involve sports, art and craft, dressing up and games. I understand my child may get messy or dirty whilst in the setting. The Hollies are not responsible for loss or damage to clothing or anything else my child has taken to playgroup.

I have read the parent / carer contract and I agree to abide by the details contained in it and any subsequent documents regarding The Hollies Childcare Facility policies and procedures.

To the best of my knowledge; the information provided to The Hollies Childcare Facility in the Registration Pack is accurate.

I agree in return:

- a) To pay for childcare, in advance, on receipt of The Hollies invoice issued on the 20th of the month; or upon applying for the Childcare Offer for Wales funding.
- b) To provide payment by Electronic (Internet) Transfer, Standing Order or via the Childcare Offer for Wales funding.

Bank Details:

Lloyds Bank Sort Code: 30:98:97 Account Number: 88728663

I understand that any payments not received by the 10th of the month will incur a £10.00 charge.

- c) Where possible, to give notice if my child is unable to attend and in the event of absence through ill health advise the setting accordingly.
- d) To give notification if my child is unable to attend the setting if they have contracted a communicable or infectious disease, which is notifiable under the health and safety legislation.
- e) To ensure my child is kept away from The Hollies for 48 hours after periods of sickness or diarrhoea.
- f) To ensure that The Hollies are notified of any suspected Covid-19 symptoms.
- g) To ensure that my child is dressed appropriately for the weather conditions and have applied sun cream if the weather conditions require it.
- h) To update you of any changes in authorised persons able to collect my child, or changes in doctor's details or changes of address.

- i) To provide The Hollies with a password which can be used to collect my child/children in the event that the named contacts are unable to do so. In the event of an emergency, parents are required to contact the setting via telephone.
- j) To keep you informed of any changes that may affect my child's well-being.
- k) That The Hollies Childcare Facility reserves the right to exclude any child should any of the above terms and conditions not be met.

I have read and accept the terms and conditions and the clubs policies and procedures as seen on the website.

Signed: _____
(Parent / Carer)

Date: _____

Name: _____
(Please Print)

Signed: _____
(The Hollies Childcare Facility representative)

Date: _____

Name: _____

Position: _____

Please provide us with a password for collection of your child/children.