# **Contract Between Parent/Carer & Playgroup**



Name of Group:	HOLT UNDER FIVE	s playgroup & tod	DDLERS			
		Registered Charity Number: 1122862				
Registered by:		CIW, Llandudno Junction, Conwy				
Playgroup Leader:		Helen Jowett - Tel: 0780 304 5024 / 01829 270477				
Playgroup Supervisor:	Sarah Jones - Tel:	Sarah Jones - Tel: 07535 795254				
Organisation Address:		Holt Under Fives Playgroup & Toddlers Tel: 0780 304 5024				
	Chapel Street, Hol			jowett1@btinternet.com		
Child's Full Name:		W	lishes to b	e		
		kı	nown as:			
Date of Birth:		Α	ge:			
				Years Mths		
Address:						
Parent(s)/Carers Name(s):	: 1.	2.	2.			
Telephone Number(s)	1.	1. 2.				
Email(s):	1.	2.	2.			
Ctanting Date:						
Starting Date:						
Sections non week (places	sirale which days/sessions	var wand lika).				
Sessions per week (please Morning 9.00am – 11.30a	-	L.30am – 12.30pm	Λ f+	12.30pm – 3.00pm		
<b>W</b> ioming <b>9.00am – 11.30a</b>	in Lunch 1.	1.50am – 12.50pm	Ait	12.50pm – 5.00pm		
Monday Tueso	day Wadnasday	Thursday	Euiz	1		
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#### INFORMATION TO COMPLETE FOR THE PAYMENT OF INVOICES

Child's Name:							
Parent(s)/Carer(s) Name(s):							
Address:							
Email:							
Circle if you would like email / paper copy invoices:	By Email				Paper Copy		
Telephone Numbers:		Landline:					
		Mobile:					
Start Date (first chargeable day):							
Number of sessions per week (please tick):		Mon	Tues	Wed	Thurs	Fri	
M - Morning L - Lunch A - Afternoon	М						
£8.50 £3.50 £8.50	L						
	Α						
Method of payment to HU5s (please circle):	Cash	C	Cheque	Elect	ronic Trar	nsfer	
		Childcare Vouchers (list company name):					
Preferred Snack Payment Plan (please circle):	£55 Sept - July						
(Equates to £5 a month and will be adapted according to your child's start date)		£20 Sept-Dec, £20 Jan-Apr, £15 May-July					
according to your crima's start date,							
		Complete the number of items required:					
Children's HU5's clothing to purchase:		Age 2-3			Age 3-4		
Polo shirts £10.50					••••••		
Round neck jumper £13.50  Prices as at Feb 2017							

Please detach and keep the following:

### Payment:

Payment is required by the 14<sup>th</sup> day from the date of the invoice. If you cannot ensure payment is made when it is due please speak to Helen Jowett (Playgroup Leader) to discuss date of payment. If payment is not received a polite reminder will be issued. Any concerns regarding your invoice, please advise as soon as you receive it.

Charges apply for sickness, occasional days off & holidays booked in term time. Please speak to Helen Jowett in cases of prolonged absence due to sickness. Holt Under Fives reserves the right to charge a late payment fee of £25 as per our contract to cover bank charges we may incur. If at this time we still have not received payment we reserve the right to seek legal advice.

# Payment Relating to Late Collection:

As referred to in our Terms & Conditions, should a parent/carer or designated person to collect your child/children be late for collection after morning session, lunch or at the close of the day, Holt Under Fives will charge an additional £3.50. Paperwork to be signed by yourselves or your designated collector will be filled out with the exact time & date to support this. One copy will be for your files and a copy will be retained at Holt Under Fives to assist invoicing.



# A COPY OF THE FOLLOWING WILL BE MADE & RETURNED TO YOU:

### **Parents/Carers must:**

- 1. We understand that **HU5s (Holt Under Fives Playgroup & Toddlers)** cannot undertake the care of sick children and I/We will inform HU5s on the day (or sooner) if our child is not attending.
- 2. HU5s will contact the parent/carer should the child become unwell whilst in session.
- 3. HU5s cannot release the child to any other person without advanced notice.
- 4. Rota Duty is a necessary part of Playgroup.
- 5. HU5s needs to be informed of any changes as soon as possible (including dietary requirements).
- 6. Photographs and short films may be taken of your child in session and used by HU5s. These may be on display in our setting, on notice boards as part of displays at external events or on our supporting Website and Facebook account. **Your decision in relation to this item will be adhered to:** 
  - Y / N Photographs of my child may be displayed within HU5s' setting.
  - Y / N Photographs of my child may be displayed on noticeboards as part of displays at external events
  - Y / N Photographs or short films of my child may be used on the HU5s website.
  - Y / N Photographs or short films of my child may be used on HU5s Facebook page (see separate letter).
- 7. HU5s reserves the right to charge a late payment fee of £25 as per our Contract to cover bank charges we may incur.
- 8. An additional £3.50 will be charged should late pick up after morning session (11.30am), lunch (11.30am 12.30pm) or close of the day (3.00pm) occur. Staff:child ratios must be adhered to.
- 9. A completed Registration Form and Contract must be read, signed and returned.
- 10. HU5s require a notice period of two weeks. This must be received in writing followed by completion of a leaving notification form which will require a current and forwarding address (in the case of moving house).
- 11. I/We authorise the Playgroup Leader and her Staff to administer emergency first aid to our child in accordance with their up to date training.
- 12. I/We give authorisation for our child/children to take part in outside activities (including Holt CP School grounds, Dee Park and throughout Holt village on foot (ratios adhered to).
- 13. I/We will provide a completed Medication Form should we require medicine to be administered to our child during sessions.
- 14. HU5s wish to keep in contact by a variety of means. Please complete the following:
  - Y / N I/We are happy to receive information relating to the care of my child by telephone
  - Y / N I/We are happy to receive information relating to the care of my child by text message
  - Y / N I/We are happy to receive information relating to the care of my child by email
  - Y / N I/We are happy to receive Newsletters, fund raising notices and updates by text message
  - Y / N I/We are happy to receive Newsletters, fund raising notices and updates by email
  - Y / N I/We are happy to receive correspondence relating to fees by text message
  - Y / N I/We are happy to receive correspondence relating to fees (including a copy of the invoice) by email

Contd\....

## Parents/Carers must:

- 15. HU5s will request feedback from children, parents/carers to ensure our services are of a continuously high standard.
- 16. In the event of a complement, concern or complaint, HU5s welcomes discussion about the service that you expect from us (see Complaints Policy).
- 17. I/We have read, understood and agree to abide by **all the policies and procedures** of Holt Under Fives Playgroup & Toddlers.

I/We have read and understood items 1-16 outlined within this contract documentation and have completed our responses where required. I/We understand that Holt Under Fives Playgroup & Toddlers will provide us with a photocopy of the items 1-16 and this signature page.

Signed Parent / Carer 1	Date:			
Signed Parent / Carer 2	Date:			

#### PRIVACY NOTICE - HOLT UNDER FIVES PLAYGROUP & TODDLERS

Holt Under Fives Playgroup & Toddlers is a charitable organisation providing childcare services to children and their families. We are committed to protecting the privacy & security of your personal information. Our full Privacy Notice is available for your review and ensures that Holt Under Fives Playgroup & Toddlers comply with Data Protection Law:. The personal information we hold about You must be:

Used lawfully, fairly & in a transparent way

Collected only for valid purposes that have been clearly explained to You and not used in any way that is incompatible with those purposes

Relevant to the purposes we have told you about and limited only to those purposes

Accurate and kept up to date

Kept only as long as necessary for the purposes we have told you about

Kept securely

Holt Under Fives Playgroup & Toddlers follow standard procedures to ensure that Employees, Children, Parents / Carers have rights of access, correction, erasure, restriction and a right to withdraw consent where you provided your consent to the collection, processing & transfer of your personal information for a specific purpose. Our Data Retention Policy or applicable laws and regulations are followed.

Date September 2019 Checked Helen Jowett/Nicola Lautrete (P Leader/Chairperson)
Date for Review June 2020 Sarah Jones/Julie Suckley (P Supervisor/Registered Person)