

Contract Between Parent/Carer & Playgroup



Name of Group:	HOLT UNDER FIVES PLAYGROUP & TODDLERS 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: 07535 795254		
Organisation Address:	Holt Under Fives Playgroup & Toddlers Tel: 0780 304 5024 Chapel Street, Holt, LL13 9DJ Email: helen.jowett1@btinternet.com		
Child's Full Name:		Wishes to be known as:	
Date of Birth:		Age: Years Mths
Address:			
Parent(s)/Carers Name(s):	1.	2.	
Telephone Number(s)	1.	2.	
Email(s):	1.	2.	
Starting Date:			
Sessions per week (please circle which days/sessions you would like): Morning 9.00am – 11.30am Lunch 11.30am – 12.30pm Aft 12.30pm – 3.00pm <div style="display: flex; justify-content: space-around;"> <div> Monday M L A </div> <div> Tuesday M L A </div> <div> Wednesday M L A </div> <div> Thursday M L A </div> <div> Friday M L A </div> </div>			
Fees:	<p>£8.50 per Morning session; £8.50 per Afternoon session; £3.50 Lunch and invoiced in advance (usually by 5th of the month – see Finance Sheet). <i>Snack fees are also settled at the beginning of the month on plans: £55 for Sept-July or £20 Sept-Dec, £20 Jan-Apr and £15 May-July. (£5 a month). Please select your preferred option on the Finance Sheet. Late Collection Charges are confirmed on the Finance Sheet.</i></p> <p><i>Note: 10% discount to eldest child's invoice once both children are over 2.5 years of age & both children are booked for 2x £8.50 sessions a week</i></p> <p>Ordering & Payment of School Lunches HU5s can co-ordinate with School to organise a cooked dinner at lunch time. Please ask what the current cost is (circa £2.35) and for a menu. Cash to settle the number of lunches per week should be passed over in an envelope at the beginning of each week. This will be given direct to School.</p>		
Fees when Funding from WCBC is accessed:	If Funding from WCBC is accessed, HU5s will still charge £5 a month for snack provision. If you book no other session times then rather than being invoiced, we would ask you pass over the fee in a clearly marked envelope at the beginning of each month. Staff will record the payment for our files & you will receive a hand written receipt. If your child is with us for additional session time, the snack fee will be shown on your monthly invoice.		
Absence:	Charges apply for sickness, occasional days off & any holidays in term time		
Notice:	2 weeks notice is required (in writing)		
For Staff Completion	Funding Y / N	From When (Date)	E/E CC/O



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 £8.50	M					
L – Lunch £3.50	L					
A – Afternoon £8.50	A					
Method of payment to HU5s (please circle):	Cash Cheque Electronic Transfer					
	Childcare Vouchers (list company name):					
Preferred Snack Payment Plan (please circle): (Equates to £5 a month and will be adapted according to your child's start date)	£55 Sept – July					
	£20 Sept-Dec, £20 Jan-Apr, £15 May-July					
Children's HU5's clothing to purchase: Polo shirts £10.50 Round neck jumper £13.50 <i>Prices as at Feb 2017</i>	Complete the number of items required: Age 2-3 Age 3-4					

Please detach and keep the following:

Payment:

Payment is required by the 14th 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
Date for Review

September 2019
June 2020

Checked

Helen Jowett/Nicola Lautrete (P Leader/Chairperson)
Sarah Jones/Julie Suckley (P Supervisor/Registered Person)