

Contract Between Parent/Carer & Playgroup



Name of Group:	HOLT UNDER FIVES PLAYGROUP & TODDLERS Registered Charity Number: 1183100		
Registered by:	CIW, Llandudno Junction, Conwy		
Playgroup Leader:	Helen Jowett - Tel (Out of Hours): 0780 304 5024		
Playgroup Supervisor:	Sarah Jones - Tel (Out of Hours): 07535 795254		
Organisation Address:	Holt Under Fives Playgroup & Toddlers Work Tel: 07496 231275 Chapel Street, Holt, LL13 9DJ Email: holtunderfivesplaygroup@gmail.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
Monday	Tuesday	Wednesday	Thursday
M L A	L A	M L A	M L A
Friday			
M L A			
Fees:	<p>£9.50 per Morning session; £9.50 per Afternoon session; £4.50 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: £66 for Sept-July or £22 Sept-Dec, £22 Jan-Apr and £22 May-July or £6 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 £9.50 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 £2.40) and for a menu. An online account is set up for payment purposes (details provided via letter from the School Lunch Co-Ordinator, WCBC).</p>		
Fees when Funding from WCBC is accessed:	If Funding from WCBC is accessed, HU5s will still charge for snack provision (see above). 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 January and May of the school year. 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 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



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 £30 as per our Contract to cover bank charges we may incur.
8. An additional £4.50 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\....

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 1-17 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.

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Date
Date for Review

June 2023
Oct 2023

Checked

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