

# Childcare contract

BARTLEY/NETLEY MARSH

This contract is between:-

Playworld New Forest C.I.C

Registered Office: 3 Beechdale Walk, Calmore, Totton, Southampton SO40 2GJ Tel: 07808 166064

Company Registered No: 7538519 OFSTED Registered No: EY469594

And Parent / Carer:

Address

Postcode

Telephone Number

Email address

We agree as follows:

This contract incorporates and is subject to the terms and conditions of Playworld New Forest C.I.C a copy of which is enclosed.

I wish to accept the place offered to my child(ren)

Full Name

D.O.B

Full Name

D.O.B

Full Name

D.O.B

Confirmation of days/or sessions required (Please Tick)

Day	Breakfast Club	Afterschool Club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I confirm that I have completed a "Registration /Personal Details" form for my child (ren) and agree to keep Playworld New Forest C.I.C informed of any changes in the information I have given. I acknowledge that I have read the terms and conditions accompanying this contract and agree to comply with the contents and requirements as stated.

Signed:	<b>Parent/Carer</b>
Print:	
Signed:	<b>On behalf of Playworld New Forest C.I.C</b>
Print: SARAH GODFROY	
	Date: 1.06.2022

Please sign once you have read the contract and return both sides of this sheet only to the Out of School Club and keep the remainder of this contract for your information.

**PLEASE INFORM BOTH MANAGERS OF ANY CHANGES TO SESSIONS EITHER ADDITIONAL OR CANCELLATIONS TO ENSURE THE MESSAGE HAS BEEN RECEIVED. THANK YOU**

**SARAH GODFROY : 07808 166064**

**SUE HOOPER: 07702 306999**

## Terms & Conditions:

### Details of terms:

#### 1 Registration

1.1 To register your child(ren) for a place at Playworld New Forest C.I.C you must:

- (a) Complete and sign a registration form
- (b) Pay the registration fee £25 per child (20% discount for multiple children)

This is refundable upon termination of contract.

#### 2 Club Hours

2.1 The breakfast club is registered for child care from 7.30am – 9am MONDAY – FRIDAY TERM TIME

The Afterschool club is registered for child care from 3.15pm – 6pm MONDAY – FRIDAY TERM TIME

2.2 Playworld New Forest C.I.C closures will be as follows:

All Bank Holidays

All school holidays at present time.

Some INSET days particularly combined days for the Oaks Federation and Bartley Junior School whereby sufficient notice will be given.

#### 3 Arrival and collection of children

3.1 You may drop off your child(ren) for breakfast club from **7.30am onwards.**

3.2 All children **MUST** be handed to a member of staff and acknowledged that they have done so either verbally or by physical gesture of waving and eye contact made by both parties.

**CHILDREN MUST NOT BE DROPPED OFF IN THE SCHOOL CAR PARK AND LEFT TO ARRIVE ON THEIR OWN.**

3.3 You must collect your child each day no later than **6pm** from afterschool club.

If you fail to collect your child on time we shall charge a late fee for additional childcare at the following rates:

-£5 for the first 15 minutes of additional time;

-£1 for every additional 5 minutes thereafter.

You will be invoiced for any excess charges on a monthly basis.

3.4 If you are unable to collect your child, staff must be informed of a nominated person (who must be a responsible adult) who will be able to collect the child (ren) on your behalf.

3.5 We reserve the right to give you immediate notice of termination of our contract with you if you are persistently late in the collection of your child (ren). Please be aware that we are under a legal obligation to inform social services with regard to problems with late collection.

3.6 If a parent, relative or nominated person is to be expressly excluded from access to the child(ren), Playworld New Forest C.I.C must be notified in writing by you **at least 24 hours** before the exclusion is to take place and a copy of an accompanying court order provided.

3.7 It is **ESSENTIAL** that you inform staff at the out of school club if your child (ren) are **NOT** attending a session they have been booked in for particularly for After School Club as staff will search for missing children which can impact on staff to children ratios. This also causes undue stress to staff of both the club and school.

3.8 You **MUST** inform your child's or children's school if they are attending After School club particularly in Infant Schools otherwise schools will NOT release your child (ren) to us. This is **essential** if changes are made during the day to your childcare arrangements.

## **4 Fees**

- 4.1 A refundable deposit is payable on signing this contract. The deposit fee is £25.00 per child (£20.00 per child if more than one) which will be deducted from your final account when you no longer require a place.
- 4.2 Breakfast Club session prices are £5.00/£5.75 (start time 7.30/7.45am) per whole session per child.
- 4.3 After School Club session price is £10.50 per whole session per child. Sibling rate is £10.00 per whole session per sibling child.
- 4.4 Transport from Netley Marsh Infant School to and from Barley Junior School is £1.00 per child per trip.
- 4.5 **Fees are due in full by the 30th day of each month please.**
- 4.6 Late payments will incur a charge of **£5.00** per week.
- 4.7 Fees are subject to review and you will be given one month's written notice of any increases.
- 4.8 Any increase of days will be subject to availability of places and **cannot therefore be guaranteed.**
- 4.9 You may pay your fees by cash, BACS Transfer or Nursery Vouchers. If we incur a bank charge for any of your cheques which have to be represented, we will pass such charges on to you.
- 4.10 If you are late in paying your fees you will incur a fee of £5.00 per week.
- 4.11 If you fail to pay your fees we shall also have the right to exclude your child (ren) from club until the fees have been paid up to date.

We require a **minimum of 48 hours notice of any cancellations.** Any less will incur normal session price.

## **5 Personal Circumstances and Clothing**

- 5.1 You have responsibility to keep "Playworld New Forest C.I.C" fully informed of any changes in the Circumstances, individual needs and health of your child (ren). As such, the personal details record of your child (ren) forms part of this contract.
- 5.2 It is both a requirement of Ofsted and imperative that at all times you keep "Playworld New Forest C.I.C" informed of a nominated adult who would be willing to be contacted in an emergency in the unlikely event of not being able to contact you, the parent.
- 5.3 All clothing should be clearly marked with your child's name.
- 5.4 A spare change of clothes should ideally be provided in a named bag. This should include coats for cold and wet weather and sunhats and sun cream for summer days.

## **6 Medical**

- 6.1 We have the right to exclude your child if unwell or showing symptoms of an infectious disease. Every effort must be made to ensure that your child has fully recovered before returning to "Playworld New Forest C.I.C" to prevent the illness spreading to other children.
- 6.2 Any child suffering from a rash, diarrhoea, sore throat or discharge from the nose, ears or eyes should be kept at home and seen by a doctor. We request that your child does not return to the Club until at **least 48 hours has passed since your child was last ill.** Should a child be taken ill suddenly at "Playworld New Forest C.I.C", we reserve the right to have the child seen by a doctor or to be taken to hospital in an emergency.
- 6.3 Medication can only be administered at "Playworld New Forest C.I.C" in line with the written medication policy.

- 6.4 You must inform us in writing of any medical requirements your child may have.
- 6.5 If we call you to inform you that your child is unwell, then you must make arrangements for your child to be collected immediately.
- 6.6 If your child(ren) go home ill during the school day, you must inform us that they will **NOT** be attending After School Club. This is **NOT** the schools responsibility.

## **7 Liability**

- 7.1 All personal property you leave at the Club and in the car parks of the school are solely at your own risk.

## **8 Termination**

- 8.1 This contract will be terminated upon 4 weeks written notice by either party.
- 8.2 We shall have immediate right to terminate this contract if:
- 8.2.1 You have committed a material breach of the provision of this contract which is incapable of remedy;
- 8.2.2 You do not remedy a material breach within 10 days of being so required in writing to us;
- 8.2.3 You conduct yourself in such a manner that we consider might adversely affect the name, reputation or goodwill of ourselves.

## **9 Exclusion of liability**

- 9.1 Playworld New Forest C.I.C will not be liable for:
- 9.1.1 the loss or damage of any property belonging to you or your child;
- 9.1.2 Any event of force majeure.

## **10 Force Majeure**

- 10.1 Playworld New Forest C.I.C shall have no liability to you for any delay or failure in performance where such failure or delay arises from circumstances beyond our control, including but not limited to power cuts, fire, floods, acts of god, adverse weather, acts or regulations of any government or supernatural authority, war, lock-outs, Pandemics and industrial disputes.

## **11. Third Party Rights**

The contract (Third Party Rights) Act 1999 shall not apply to the terms of this contract.

Please feel free to request to a copy of our Club's policies and procedures.

This contract is between parent/carer of..... and

Playworld New Forest C.I.C

Registered Office: 3 Beechdale Walk, Calmore, Totton, Southampton SO40 2GJ Tel: **07808 166064**

Company Registered No: **7538519** OFSTED Registered No: **EY469594**

**Email: sazgodfroy@yahoo.co.uk**

Signed: Sarah Godfroy

on behalf of Playworld New Forest CIC 1.06.2022

