

Ted's Club

Terms and Conditions for Parents – September 2020

Consent

I consent for my child to attend Ted's Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.

I understand that Ted's Club is a play setting and that whilst my child is there Ted's Club is legally responsible for him/her.

I accept that my child may take part in messy activities while at Ted's Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.

Whilst Ted's Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.

Food and Drink

My child will be provided with a snack and drink whilst at the club unless otherwise requested. My child won't eat or drink any other food apart from what is given to them from Ted's Club.

Hot Meals are available in After School Club for an additional £2.50. Breakfast is included in Breakfast Club.

We advise that all parents consider a hot meal for their children, particularly if they are being collected at 6.15pm. We notice a considerable difference in children's moods and happiness when they have a full stomach, and it is a great opportunity for social and personal development to sit and have a meal with everyone.

Collections

Once my child is collected from their school by a member of Ted's Club he/she will be in the care of Ted's Club until collected and signed out by an authorised person.

I understand that it is extremely important that the authorised person signs their child out of every session with the club and also writes the time they are leaving the building.

I will notify the club as soon as possible if there is a change to the authorised person collecting them. If they are not known to the club, I understand a password system may be initiated.

I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.

I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.

Updating Details

It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).

Late Collections

If my arranged pick up time is before 6.15pm e.g. 5.15pm and I do not collect my child at that time, I will be charged £5 per 15 minutes up until the closing time of 6.15pm.

Ted's Club closes at 6.15pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible. If I do not collect my child by 6.15pm I will pay a charge of £30.00 to cover the costs of the staff who are legally required to supervise my child.

If I do not collect my child by 6.45pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Ted's Club will follow its Uncollected Children Policy and contact Social Care.

Payment and Notice

Payment is made monthly in advance either by BACS, Childcare vouchers or card in person or over the telephone.

The current prices are detailed below:

Breakfast Club	After School Club	After School Club
7.30am – 9.15am Breakfast Included	3.15pm to 5.15pm	3.15pm to 6.15pm
£6.50	£10.50	£12.50

A hot meal can be added to After School Club for £2.50. There is a 10% Sibling Discount.

Ad Hoc Prices are £7 for Breakfast Club and £15 for After School Club which includes the hot meal.

There must be 4 weeks' notice to be given to terminate my contract or to make any changes. This must be recorded by email.

Late Payments

All invoices will be issued by the 1st of each month and are due to be paid by the 8th of each month. These are made in advance by either BACS, Childcare Vouchers or by card in person or over the phone.

Payments that have not been made on or before the 8th will incur a late payment fee of £15. This will be reapplied each week until the payment is made unless otherwise agreed with the manager. If payments continue to be missed, it could result in a suspension of service until payments are covered.

Behaviour, Accidents, and Incidents

I have read the club's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.

If there are any accidents or incidents at Ted's Club involving my child, I will be informed.

If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Ted's Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.

I understand that aggressive and abusive behaviour towards staff will not be tolerated. I have read and understood the above terms and conditions and I agree to abide by them.

Data Protection and GDPR

Information held by Ted's Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

I understand that Ted's Club will use my contact details to send service messages in the form of a monthly Newsletter, which includes important service information such as changes to fees, term dates and other information regarding your child's care.

By using Ted's Club, you agree to the above Terms and Conditions.