



Butterflies & Bugs
always caring

Parent/Carer's Contract

Child's name.....

- I consent for my child to attend Butterflies and Bugs Limited. I understand that the club has policies and procedures (which are available 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 Butterflies and Bugs Limited is a play setting and that whilst my child is there Butterflies and Bugs Limited is legally responsible for him/her as soon as they are signed into club.
- Once my child arrives at Butterflies and Bugs Limited he/she will be in the care of Butterflies and Bugs Limited until collected and signed out by an authorised person.
- I am aware that a one off **£10** non refundable registration fee will be needed to secure my child's place at the club. Please transfer this to: Butterflies and Bugs Limited Sort code 20-33-51 Account number 73145794 reference - child's name
- 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.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg emergency contact details, medical conditions, parental responsibility etc).
- Butterflies and Bugs Limited closes at **5.50pm**. If, due to unforeseen circumstances, I am going to be late, I will contact the manager by 5.50pm by text message to 07841041787 or call 0191 217 3891 or email sarah@butterfliesandbugs.co.uk.
- If I do not collect my child by 5.50pm I will pay a charge of £10.00 for the first 15 minutes, followed by £5.00 every following 15 minutes to cover the costs of the two staff legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Butterflies and Bugs Limited will follow its **Uncollected Children Policy** and contact Social Care.
- I 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 the club has to be closed due to weather conditions you will still be charged for the sessions in order for us to pay staff.
- If the club is closed due to a pandemic then you will be charged a £50 per month retainer fee to keep your child's place however this will be deducted from your next invoice once club re opens.
- 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 Butterflies and Bugs Limited will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Butterflies and Bugs Limited 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.
- If I wish to change my regular bookings then I will give **4 weeks notice by email** which I will pay for. If my child is absent due to illness or holidays then I understand I that I will still be charged.
- I am aware that if I do not pay my invoice by the due date then my child's place at the club can be withdrawn with immediate effect. Invoices are sent termly and split into monthly payments which are payable on the 1st of every month in advance.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: Date: