

Setting Name: \_\_\_\_\_  
Charity Number: \_\_\_\_\_



**AGREEMENT BETWEEN PARENT & GUARDIAN**

OF \_\_\_\_\_ (Child's name) DOB: \_\_\_\_\_

And the setting for the period of: \_\_\_\_\_ to \_\_\_\_\_

**A security deposit of £50 is payable and refundable when your child leaves.**

**HOURS**

My child will attend the Setting:

Monday	from: _____	to _____
Tuesday	from: _____	to _____
Wednesday	from: _____	to _____
Thursday	from: _____	to _____
Friday	from: _____	to _____

I will ensure that my child arrives within 5 minutes of the opening time and is collected promptly at the end of session. (A charge of £5 is payable for every 15 minutes for late collection)

**SCHOOL TERMS AND HOLIDAYS** (Please download following this link)

<http://www.rctcbc.gov.uk/en/educationlearning/schoolscolleges/schooltermsinsetdaysandemergencyclosuresdates/schooltermdates.aspx>

The setting will need to close for Inset days and you will be informed a minimum of one week in advance. **Payment for inset & staff training days are compulsory.**

**PAYMENT FOR FEES**

Please see attached price list which details relevant costs. Fees are payable **2 weeks** in advance. **Part time places have a minimum 2 day requirement.**

Pay by invoice, cash, cheque or childcare vouchers are accepted. Ask for details.

If the setting closes due to a health and safety issue e.g. snow, heating failure then **half fees are still payable.** If you wish to withdraw your child from the setting a months' written notice is required and must be paid before the release of any information.

There is a compulsory fee of £\_\_\_ per week payable for resources and cooking activities

**ABSCENCE**

During a period of absence caused by short term illness or a holiday, full fees are expected. Absence due to long term illness this will be considered on an individual basis

**PROCEEDURES IN CASE OF ILLNESS**

If your child is ill during a session, a member of staff will contact you or the contact person named on your child's registration form (P1).

If your child vomits or has diarrhoea, you will be required to keep him/her from the

setting for at least **48 hours** after the symptoms have cleared. If your child suffers from an infectious disease, you will be required to keep him/her from the setting for the appointed period until he/she is clear of the disease.

### In an emergency

- If your child needs emergency attention, you will be contacted immediately.
- If your child needs emergency medical treatment, action will be taken in accordance with the permission signed by you on the Child Registration Form and you will be contacted immediately.

### Giving a child medication

Medication will not be administered to a child unless it has been prescribed by a doctor. If your child needs to be given medicine, you are asked to complete a Request to Administer Medication to a child form and this must be counter signed by a doctor.

### Snacks & Cooking

During a session, your child will be offered a variety of Healthy option snacks: Only Milk and water will be provided. In special circumstances, other foods may be offered. Attention will be paid to any special dietary needs your child has in accordance to information on form P1.

### MANAGING BEHAVIOUR

The setting has a behaviour management policy, which ensures that physical punishment is not used in controlling the behaviour of any child. If necessary, the setting will follow a consistent programme of behaviour management in accordance with your child's age, development and needs. **A copy of the complete policy is available.**

### EQUAL OPPORTUNITIES & ADDITIONAL NEEDS

In accordance with its Equal Opportunities policy, we will ensure that your child is given the same opportunities as every other child. **A copy of the complete policy is available.**

### COMPLIMENTS & COMPLAINTS

The setting welcomes your comments on the service offered. You may present your comments by completing a Service Evaluation form or comments book at the setting.

If you have cause to complain, the procedure to follow is available in our policy handbook available at the setting or my contacting the registered person:

**Lisa Thomas on 07772 650160 or email [meithrin@live.co.uk](mailto:meithrin@live.co.uk)**

You are welcome to contact CSSIW with any questions at:

**CSSIW - Rhydycar Business Park, Merthyr Tydfil. CF48 1UZ. Telephone - 03000**

**628888**

I accept the conditions laid out in the above Parent agreement:

Signed \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

Signed \_\_\_\_\_ (Staff Member) Position: \_\_\_\_\_