High Five Club Parent/Carer's Contract

Child's Name _____ Parent/Carer's name _____

- I consent for my child to attend High Five 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 High Five Club is a play setting and that whilst my child is there High Five Club is legally responsible for him/her.
- I understand that High Five Club accepts responsibility for my child only after they have been signed in.

- I understand fees will be invoiced each month and that fees are based on bookings not on attendance. A 10% sibling discount will be applied to the lowest invoices of any additional children.
- My child will be provided with either breakfast or a high-tea and drink whilst at the club unless otherwise requested. (**Breakfast serving finishes at 8:30am)**
- 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, if my child does not attend.
- I will notify the Newport Infant Nursery Office in person, by telephone or by email (newportinfantsnursery@taw.org.uk) of any changes in my requirements. Any permanent amendments of changes needed to regular bookings need to be given in writing with **4 weeks** notice.
- It is my responsibility to keep the High Five Coordinator (**Mrs Stacie Magnier**) informed of any alterations to the information regarding my child (eg contact details, medical conditions, collection authorisation etc). This needs to be communicated to the High Five club in addition to letting the school know in writing– either by email or letter.
- I understand it is my responsibilty to inform you if my child will be attending a school club by completeing a club form. (Junior High Five Club only).
- I accept that my child may take part in messy activities while at High Five Club Before & After School Club.

- I will make arrangements for a named person (**over 16 years**) to collect my child promptly at the end of each booked session.
- High Five Club Before & After School Club closes at 5:45pm. If, due to unforeseen circumstances, I am going to be late, I will contact the High Five club (Juniors Site – 07944794221 Infants Site – 01952 386613) as soon as possible.

- If I do not collect my child by the end of my booked session, I will pay a late fee of £10, then £5 per 15 minutes after, to cover the costs of the two staff who are legally required to supervise my child.
- If I do not collect my child by 6:15pm, and the club has been unable to reach me or any of my emergency contacts, I understand that High Five Club will follow its Uncollected Children Policy.
- Whilst High Five 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.
- I have read the club's Behaviour Management Policy (Newport Infant School Behaviour 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.
- If there are any accidents or incidents at High Five 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 High Five Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.
- Information held by High Five 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 aggressive and abusive behaviour towards staff will not be tolerated, and will result in my child's place being withdrawn. I have read and understood the above terms and conditions and I agree to abide by them.

Signature:…… Date:……

Parent/Carer of ……in …….. Class