

## **Parent/Carers contract (to be signed by bill payer and returned to school):**

1. I consent for my child to attend HPS Kindergarten. I understand that the Kindergarten has policies and procedures and that there are expectations and obligations relating to both the Kindergarten and myself. My child and I agree to abide by them.
2. Once my child is delivered to the Kindergarten he/she will be in the care of Kindergarten until collected by a "Named" responsible adult.
3. I will pay promptly for sessions in advance even when my child does not attend. e.g. invoices raised in February for the Summer term must be paid in full by the end of March. Late payments incur a 10% late payment fee. If accounts or any late payment fees are not paid in full by the due date my child's place in Kindergarten will be withdrawn with immediate effect.
4. I will give one calendar months' written notice to cancel booked sessions. Sessions that fall within the notice period will be charged even if the child is not in attendance.
5. It is my responsibility to keep the Manager informed of any alterations to the information regarding my child.
6. I accept that whilst at the Kindergarten my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this if necessary.
7. If for any unforeseen circumstances I am going to be late, I will contact the Kindergarten Manager/Supervisor to inform them.
8. If my child is not collected on time, I will pay a charge of £10 per child and a further £10 per child for every quarter of an hour late.
9. If any child is not collected by 3.30pm, after doing everything possible to contact parents and emergency contacts, then the Kindergarten staff will be legally required to contact Social Services.
10. Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
11. Kindergarten are not responsible for any loss/damage to personal belongings. Please note that parents and carers are not allowed to use mobile phones whilst in Kindergarten.
12. Should there be any incidents at the Kindergarten involving my child, I will be informed of the situation.
13. If my child has an accident, then he/she will be treated by a qualified first aider and in the event of an emergency will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a Kindergarten staff member may sign any consent forms necessary for treatment on my behalf. For non-emergency first aid, written information is provided at collection.
14. Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example, Police, Social Care and Health Care Professionals.
15. Kindergarten fees (including late payment fees, and late collection fees) will be reviewed annually and 4 weeks' notice will be given for any changes. Please contact the Kindergarten Manager for confirmation of up to date Fee's.
16. I give consent to Kindergarten to share any relevant information regarding my child with Hagley Primary School staff.
17. I understand that fees are billed termly, this includes the consumables charge. I agree to notify Kindergarten in writing if I would like the consumables charge removed, within two weeks of the invoice being issued.
18. I understand that voucher payments can take up to five working days to arrive into the kindergarten account, and agree to schedule my payments to ensure that payment is received by the due date. If my voucher does not reach Kindergarten by the due date, the space at the kindergarten can be withdrawn with immediate effect.
19. No refunds are given for missed sessions, this includes additional paid activities, such as rugby and French.

**I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM.**

Signed..... (to be signed by bill payer) Date.....

Name.....

Name of child/children in Kindergarten.....

**Please sign to confirm that you give consent for HPS Kindergarten to store data about your child, in line with Data Protection Policy; you may withdraw consent at any time.**

Signed.....

Date.....