

	<p>Please return completed Registration form to:</p> <p>Playworks Childcare Ltd Units 6-8 Western Industrial Estate, Lon Y Llyn, Caerphilly. CF83 1BQ</p> <p>Tel: 029 20864780</p>
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Contract and Registration Form

Name of Club		
Name of School Attended and Class		
Name of Child: First name		
Name known by		
Last name		
Date of Birth		
Name of parent(s) e.g. Mum Dad	1.	
	2.	
Home Address		
Post code		
Home Telephone 1. 2.	Work	Mobile

Male

Female

First language _____

Religion _____

Please provide details of friends or family members who are authorised to collect the child or who can be contacted in an emergency.

When do you want your child to start using the Club? Date.....

AGREEMENT

I understand that my child will be collected from the school during term-time and escorted to the Club, and will remain at the Club until collected by a named adult as detailed above.

I consent to any emergency medical treatment necessary during the running of the Club.
I authorise the Club play care staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Please note the routine administration of medicines is covered in the Medication Policy.

Yes [] No []

I have read the terms and conditions attached and I agree to abide by the details contained in the terms and conditions and any subsequent documents regarding the clubs policies and procedures; specifically the Behaviour policy, the Equal Opportunities policy, and the Complaints Procedure. Copies of these policies/procedures can be found on our website or by contacting Playworks Head Officer to request a copy.

I understand that if a place has been booked and my child is unable to attend, the full fee is payable. I understand that the notice required of termination of contract is one month.

To the best of my knowledge the above information is accurate.

Signed _____ *Dated* _____ *(Parent/Carer)*

Signed _____ *Dated* _____ *(On behalf of Playworks Childcare Ltd).*

Please note that your childcare requirements have NOT been secured until you have been contacted by Playworks Head Office to confirm your booking.

Registration Form and Contract : Terms and Conditions

Playworks Childcare cares for the children in our charge and for the feelings and concerns of their parents. Playworks Childcare Ltd wishes to work with you to provide the best quality childcare and play opportunities in a pleasant, caring and learning environment.

Playworks Childcare Ltd agrees that:

- The Club will be open in accordance with the correspondence sent to you upon registration.
- All fees will be in accordance with our fees policy and payable in advance as stated in the payment schedule/ invoice for your child/ children.
- Charges during absence will be in accordance with our admissions policy
- Playworks Childcare will ensure that children are delivered to and collected from the school according to our arrival and collection policy
- Children will be handed over only to the adult(s) who have been identified on the registration form at the end of each session
- If a child becomes ill whilst attending a session we will inform the named contact and the child will be looked after in a quiet area until collected. The child will be observed for any worsening symptoms. The parent/Carer will be notified verbally the same day at the end of the session
- Medicines will only be administered according to our medical policy
- Playworks Childcare will endeavour to arrange alternative cover in the case of staff absence.
- Playworks Childcare will treat all children as individuals and endeavour to meet their specific needs
- Playworks Childcare will take account of each child's special dietary needs
- In the case of emergencies, please see our emergency procedure policy
- Playworks Childcare will provide a relaxed and friendly environment where children are free to choose from a wide range of play opportunities. Any behaviour which is likely to lead to the safety and enjoyment of others being compromised will be dealt with in accordance with our behaviour policy
- Playworks childcare will make sure that all parents/Carers are aware of any changes to the Club's policies and procedures.
- Playworks Childcare will act on any complaint as explained in our complaints procedure.

Playworks Childcare asks in return that:

- You will book and pay for your child's place in advance.
All fees are required to be paid monthly in advance on the 1st of the month and must reach the office no later than 15th of the month. Payments can be made by cheque, standing order, internet banking or by childcare voucher. Alternatively you can telephone the office and make payment by credit or debit card.
Should fees not be received by the end of the working day on the 15th of the month, a late payment charge of £10.00 per child will be issued to your account. Should payment still not be received by 20th of the month, your child's space at the club will be withdrawn and a final demand will be issued. Failure to pay following this will result in court action being taken against you
- You give notification if your child is unable to attend the Club if a place has been reserved for them
- You pay for all booked sessions including those where the child cannot attend e.g. for sickness and/or holidays

- You give notification if your child is unable to attend the Club if they have contracted a communicable or infectious disease, which is required under health and safety legislation
- You regularly update us of changes in authorised persons able to collect your child, or changes in doctor's details, or changes of address
- You will keep us informed of any changes that may affect your child's well-being
- You give a minimum of one month to terminate your contract with us.
- Late collection of your child will result in a charge being made of £5.00 for every 30 minute period after the Club closes.

ACTIVITIES

Some of the routine activities of the Club may involve off-site visits e.g. park. For your child to take part in these activities you will be asked to sign a consent form.

PHOTOGRAPHS

Photographs may be taken of the children for the Club's journal. Specific permission will be sought to use any photographs or video material if they are to be used outside the Club premises.

Playworks Childcare reserves the right to exclude any child should any of the above terms and conditions not be met.