



# Bisley Base Limited

## Parent/Carer's Terms & Conditions

### (reviewed April 2020)

- I consent for my child to attend Bisley Base Ltd. I understand that the club has policies and procedures (which are available for reference at the club and on our website), 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 Bisley Base Ltd is a play setting and that whilst my child is there Bisley Base Ltd is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Bisley Base Ltd he/she will be in the care of Bisley Base Ltd until collected and signed out by an authorised person.
- 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.
- I will book my child into the club on a half termly basis as advertised by Surrey County Council for the same days each week and will pay on the due date from my invoice, for all booked sessions whether my child attends or not (eg due to illness or holidays). Inset days are charged unless both Schools have the same. Bank holidays are only charged for if they fall in a school term.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Bisley Base Ltd. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Bisley Base Ltd closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of **£10 per quarter of an hour** to cover the costs of the two staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Bisley Base Ltd will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Bisley Base Ltd 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** 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 unless otherwise agreed with the manager.
- If there are any accidents or incidents at Bisley Base Ltd 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 Bisley Base Ltd will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Bisley Base Ltd regarding my child will be treated as confidential. Please refer to our **Data Protection Policy** 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 have read and understood the above terms and conditions and I agree to abide by them.

Signed:

Print Name:

Childs Name:

Date: