



Byley Busy Buddies Contract

As a parent/carer:

- I give consent for my child to attend Byley Busy Buddies
- I understand that Byley Busy Buddies had policies and procedures (which are available for reference at the club and on the school's website), and that there are expectations and obligations relating both to the club, myself and my child, and I agree to abide by them.
- My child will be provided with a snack and a drink (if attending the full session) whilst at the club unless otherwise requested.
- Once my child arrives at Byley Busy Buddies he/she will be in the care of Byley Busy Buddies until collected and signed out by myself or an authorised person.
- I will notify Byley Busy Buddies before the start of the session if I am collecting my child from school on a day where he/she is booked in to attend the club.
- I will keep Byley Busy Buddies informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.)
- I accept that my child may take part in messy activities whilst at Byley Busy Buddies. I understand I can provide my child with appropriate clothing to accommodate this if I wish.
- I have read the club's Behaviour Management Policy and agree to its terms. I understand that it may be necessary to exclude my child from the club (temporarily or permanently and I will still pay for missed sessions as a result of this.
- I will book my child into Byley Busy Buddies and will pay promptly for all booked sessions whether my child attends or not.
- I am required to give 24 hours' notice to cancel a session, if I fail to give 24 hours' notice I will still be charged the full session fee. I will not be charged if I have given 24 hours' notice to cancel the session or where my child is absent due to illness or any other exceptional circumstance (decided at the discretion of the club leaders)
- Byley Busy Buddies closes at 5:30pm. If, due to unforeseen circumstances I am going to be late, I will contact the club promptly.
- If I arrive after 5:30pm to collect my child I will pay a late charge of £10. This fee will be waived in exceptional circumstances decided at our discretion and only when contact between parent and Byley Busy Buddies has been made beforehand to notify the club of the situation.
- If I do not collect my child by 5:30pm and the club has been unable to reach me or any of my emergency contacts, I understand that Byley Busy Buddies will follow its uncollected child policy.

- Whilst Byley Busy Buddies tries to ensure the safety and security of items, I understand that they cannot be held responsible for loss or damage to my child's property whilst at the club.
- If there are any accidents at Byley Busy Buddies I will be informed.
- If my child has an accident at Byley Busy Buddies, he/she will be treated by a qualified first aider and I will be informed as soon as possible.
- If my child requires urgent medical treatment and I am unavailable, a member of staff from Byley Busy Buddies will sign any consent forms necessary for treatment on my behalf, as stated on the club's medical forms.
- Information held by Byley Busy Buddies regarding my child will be treated as confidential. However; in certain circumstances, for example if there are child protection concerns, I understand Byley Busy Buddies has a legal duty to pass information on to the relevant authorities/organisations.
- I understand that aggressive behaviour towards staff will not be tolerated.