**Treehouse BASC/Playscheme Contract with Parents/Carers**

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or carer’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I consent for my child to attend Treehouse Before and After School Club/Playscheme. 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 BASC/Playscheme and to myself and my child, and I agree to abide by them.
* I understand that BASC/Playscheme is a play setting and that whilst my child is there BASC/Playscheme is legally responsible for him/her.
* My child will be provided with a snack and drink whilst at BASC unless otherwise requested.
* Once my child arrives at BASC/Playscheme he/she will be in the care of BASC/Playscheme until collected and signed out by an authorised person.
* I will notify BASC before the start of the session if I am collecting my child from school on a day that he/she is booked to attend BASC. I understand that I will be charged for the booked session.
* I will book my child into BASC/Playscheme by using the on-line booking system through SCOPAY by any deadlines set. I understand that the club will not refund any booked sessions.
* It is my responsibility to keep the BASC 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 BASC/Playscheme. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
* BASC and Playscheme closes promptly at 5.15pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Treehouse as soon as possible and will still be charged a late fee.
* If I do not collect my child by 5.15pm from Before and After School Club or Playscheme, I will pay a charge of £10 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
* If I do not collect my child by 5.30pm from Before and After School Club or Playscheme, and Treehouse has been unable to reach me or any of my emergency contacts, I understand that Treehouse will follow its Uncollected Children Policy and contact Social Care.
* Whilst Treehouse 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 whilst at Treehouse.
* I have read the Club’s Behaviour Management Policy, which is on the website, and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from BASC/Playscheme, and I will pay for any missed sessions unless otherwise agreed with the Manager.
* If there are any accidents or incidents at BASC/Playscheme involving my child, I will be informed.
* If my child has an accident at BASC/Playscheme, 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 Treehouse will sign any consent forms necessary for treatment on my behalf, as stated on the club’s Medical Form.
* Information held by Treehouse regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that Treehouse 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.
* I agree that I will not use a camera, mobile phone or other mobile device on club/school premises.
* **I agree to always park off site and not obstruct either barriers into school.**

I have read and **understood** the above terms and conditions and have read Parents’/Carers’ Handbook and I agree to abide by them.

Signature: ……………………………………………………………………… Date …………………………………

The information given on this form will be subject to the provisions of the General Data Protection Regulations which came into effect on 25 May 2018.