

## **Terms and Conditions of Placement - after school provision**

This agreement is made between the child's key carer and the setting.

### **Terms and Conditions key Carer**

- I will complete an application form for my child and will inform the setting of any changes. I will enclose a copy of their birth certificate.
- I will inform the setting of any infectious illness and will refrain from attending the setting if my child is unwell.
- I understand that in signing this form, I am responsible for ensuring my child uses the number of hours indicated to the provider. If my child does not attend on a regular basis then the allocated hours may be withdrawn.
- I will notify the provider of my child's absence.
- I will notify the provider of collection lateness and will pay late fees accordingly.
- I will make payment of fees at the agreed time. Lack of payment will result in termination of placement.
- Solicitors will be instructed to reclaim outstanding monies owed to the setting.
- I am in agreement with the policies and procedures of Play Place After school provision.

### Terms and Conditions (after school Provider)

- We will ensure that the setting is a warm and welcoming environment that allows your child to feel safe and secure.
- Your child will be cared for and their individual needs met.
- Is supported and nurtured and given opportunity to learn through play.
- As providers we will work closely with parents, carers, other family members and professionals.
- We will keep you up to date on your child's attendance at after school club.
- We have an inclusive approach which takes a positive view on diversity and levels of ability, including those with additional needs and disabilities.
- We will keep you informed of any changes
- We work to Ofsted regulations and requirements
- We will inform you of Ofsted outcomes.
- We will make sure that your concerns and complaints are fairly investigated.
- Late collection will incur a fee.
- Termination of placement will occur if there is continuous lateness
- We will expect children to have respect and consideration for one another and conduct themselves in a respectable manner.
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Setting name	
Childs name	
Childs date of birth	
Admission date	
Parent/carers name	
Parent/carers signature	
Managers name	
Managers signature	
Today's Date	