

# Funclub Parent Contract

## Section 1 – Which school does your child attend?

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Farsley Farfield Primary</b><br>At Little People Farfield (On site of the school)        | <input type="checkbox"/> <b>Holy Spirit Primary School</b><br>At Little People Heckmondwike (Goose Hill)  |
| <input type="checkbox"/> <b>Westroyd Infant School</b><br>At Little People Stanningley (Bradford Road, Stanningley)  | <input type="checkbox"/> <b>Millbridge Primary School</b><br>At Little People Heckmondwike (Goose Hill)   |
| <input type="checkbox"/> <b>Alwoodley Primary School</b><br>At Little People Alwoodley (On site of the school)       | <input type="checkbox"/> <b>Heckmondwike Primary School</b><br>At Little People Heckmondwike (Goose Hill) |
| <input type="checkbox"/> <b>St. Paul's Primary School</b><br>At Little People Alwoodley (On site of St Pauls school) |   |

## Section 2 – About you, the Parent(s)

### Mother

(Please amend if required)

Name

Home Address

Post Code

Mobile Telephone

Other Telephone (Please specify e.g. "Work")

Place of Work

Email

### Father

(Please amend if required)

Name

Home Address (if different)

Post Code

Mobile Telephone

Other Telephone (Please specify e.g. "Work")

Place of Work

Email

To help the environment and to keep our administrative costs as low as possible you will receive your invoices & statements via email. Our system only allows us to send this to one email address so please indicate your preferred email below. If you would prefer a paper copy please tick here.

Preferred Email Address

Who has legal responsibility for your child?

Who has legal access to your child?

Notes (e.g. "Mum uses maiden name at work" or "Please contact Dad before Mum")

**Important** – It is important that you keep us up to date with your contact details. Please let us know if you change address or telephone number.

### Please provide us with at least one other daytime contact, in case of emergency.

Name (s)

Relationship to Child

Telephone number(s)

### Who will collect your child from Funclub? (Other than the people named above.)

Name(s)

Relationship to Child

Name(s)

Relationship to Child

**Please Note** – If a person not listed here is required to collect your child, please contact the Nursery Office who will arrange a password or take details such as car registration, description etc.

### Section 3 – About Your Child

Surname

Prefers to be called

Ethnicity (Optional – For Leeds City Council Data Collection Purposes)

NHS Number

Gender

Male

Female

Forename(s)

Date of Birth

1. Does your child suffer from any ongoing health problems/conditions?  Yes  No
2. Does your child take any continuous medication?  Yes  No
3. Has your child ever been admitted to hospital?  Yes  No
4. Has your child been offered support for speech & language?  Yes  No
5. Have you any concerns regarding your child's development in any area?  Yes  No
6. Do you have a case worker / support worker linked to your family?  Yes  No
7. Are there any other professionals associated with your child?  
(For example; Social Worker, Speech therapists etc.)  Yes  No

If you have answered "Yes" to any of the above, please expand. Please also include the contact details of any professionals associated with your child. (You will have the opportunity to discuss this further with the Nursery Manager);

Is your child's immunisation record up to date?  Yes  No

If "No", please expand;

Does your child have any dietary requirements (for reasons of health or religion)?  Yes  No

If "Yes", please expand;

### How did you hear about us?

Recommendation

Sibling

Other

### Section 4 – About your place with us

Start Date

Current Class & Year

Sessions Required

Before School  
(From 7:30am)

After School  
(Until 6.00pm)

- |           |                          |                          |
|-----------|--------------------------|--------------------------|
| Monday    | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday   | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday  | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday    | <input type="checkbox"/> | <input type="checkbox"/> |

School Holiday Club Only:

#### School Holiday Care

A few weeks prior to each School Holiday, booking forms are available to parents with upcoming School Holiday dates. You will also receive a newsletter informing you and your child of the events and activities that will be on offer. We ask you to complete the form with the days/times required and return the Booking Form to us.

There is no obligation to book every holiday, you will be issued a booking form as standard, unless you request to be removed from the mailing list.

**Please note: Payment is due at time of booking and is non-refundable.**

## Section 5 – Key Policies from our Policies and Procedures

### Medication & Emergency Treatment

Medication will only be given once a written authorisation has been signed. Any medication must be clearly labelled with your child's name and handed to a member of staff by an adult. For planned medication you can complete and sign the consent form on arrival. For unplanned medication (e.g. Calpol) we will contact you at the time and ask for written consent (i.e. email).

By signing this form you are authorising the Nursery to administer your child with emergency medication and to give emergency treatment and / or seek emergency help or treatment if necessary.

### Infectious Diseases

Following medical advice, your child may need to be absent for a specific period. Please inform the Manager of your child's illness, it will be at their discretion as to whether your child may attend. For further information as to exclusion periods please see our handbook located in the entrance of each site. All settings follow the Department of Health's recommendations for exclusion periods.

### Loss or Damage

The Proprietors of Little People will not be responsible for loss or damage to children's property or clothing. We strongly recommend personal items, including clothes, are clearly labelled.

### Trip Consent

Your child will have the opportunity to participate in local trips off the premises (for example to the library or park). By signing this form you are acknowledging your awareness of this. If you **do not** wish your child to participate in such trips, please advise the Nursery Manager in writing.

### Sun Protection

Parents should provide sun hats and sun cream to be used over the Summer months. It is nursery policy to protect **ALL** children from the sun.

### Child Protection

We have a professional obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

### Use of Photographs

We will use photographs of your child to enhance development profiles, in displays around the nurseries, in the press, and for our publicity material (including our website and twitter).

If you would prefer your child's photograph **not** to be used in this way, please put it in writing to the nursery manager.

### GDPR

We do not share your information with anybody other than those we are legally obligated to share it with. For full details on how and why your information is stored and used, please see our Privacy Policy.

## Section 6 – Term and Conditions

**Opening times** The Funclubs are open from 7:30am until 6:00pm for 51 weeks a year, closing at 6:00pm Christmas Eve reopening the day after New Year's Day Bank Holiday. We are also closed Bank Holidays, **including Good Friday and one day a year for staff training**. There is no reduced fee during bank holiday weeks. It is at the managers' discretion subject to availability whether your day can be swapped within the week for an alternative. Days are not transferable from week to week. Term-time places are booked in line with the academic year of the settings Local Authority. **Absences must be paid for - Including sick days.**

**Additional Charges** A non-refundable booking fee of £25 is required with your application. This includes a settling in session before your start date.

*If you collect your child After 6pm* – we will charge £10.00 per 15 minutes, per child.

**Termination of your contact with us** We need 1 months' notice to cancel a place, or for any reduction in hours, we accept email for this. If a child is leaving/changing mid-month the daily rate will be used to calculate their fees.

**Payments and Invoicing** Fees are due by the 1<sup>st</sup> of the month for that month. Customers receive a Statement of Account, via email, on the 20<sup>th</sup> of each month which shows the upcoming months fees and details any over/underpayments. If you have not received the email, or have any queries about your statement, or your invoice, please contact us on [finance@littlepeoplenurseries.co.uk](mailto:finance@littlepeoplenurseries.co.uk) or 0113 2556394. In order to allow our Nursery managers to concentrate on the childcare our invoicing is managed by our admin team. We do our best to ensure that you are invoice the correct amount, and check this at internally at regular intervals. Please check your invoice as if you are attending more than you have been charged we will need to charge the additional attendance in arrears. Our managers send through extra attendance in arrears, and additional holiday attendance when you book. We accept Childcare Vouchers, please contact Head Office on (0113) 2556394 to find out any reference numbers you made need. We also accept payment the Government Tax Free Childcare payment scheme, for more information on this please call Head Office or speak to your Nursery Manager.

**Charges for late payments** In order to minimise costs we do not allow credit. Fees are due in advance by the 1st of each month. Fees paid late will incur a "Late Payment Fee" of £25 on a monthly basis. Consistent late payments will result in your place being withdrawn. Should we need to pass your debt on for collection on our behalf you will be responsible for all costs added by the collection agency. Current costs are an administration cost of £50 and a referral cost of 50% of any amount outstanding.

## Section 7 – Declaration

I agree to abide by the Terms & Conditions and to the Nursery's Policies & Procedures. A full copy of our Policies & Procedures can be seen in each Nursery's lobby, on our website [www.LittlePeopleNurseries.co.uk](http://www.LittlePeopleNurseries.co.uk) or by scanning this QR Code with your smartphone.



**Please note – if both parents are detailed in Section 2, we require both signatures below.**

Signature

Print Name

Date

Signature

Print Name

Date