



SUNSHINE CLUB

Spring Grove Primary

DFE No. 313-2044, URN : 102500

USER AGREEMENT

I/We, the parents/carers of _____ have read and understood the terms & conditions of Sunshine Club. We wish to apply to use the services of the Club and agree to the following as stated in the terms & conditions.

1. To collect my/our child/children from the scheme no later than 5:45pm.
2. We understand that collection of children after this time will incur the following late collection charges per child:
3. That any child who remains uncollected and where no contact has been made by the parent/carer, Social Services may be contacted, and the child handed over to their care.
4. To inform the team should any adult other than the nominated contacts be collecting my/our -child.
5. That it is my/ our responsibility to ensure that the Play Leader is informed of any change of circumstances and/or problems, which occur so that they can be dealt with.
6. Any changes to the bookings will require two full weeks' notice in writing, is at the discretion of the club and according to space availability.
7. Fees are paid one month in advance via ParentPay or with CCV. We understand that the fees are non-refundable even if my/our child does not attend. This includes term time holidays, illness.
8. We are aware that late and overdue payments may result in losing the place in the club.
9. To give two full weeks' notice in writing should we wish to withdraw my/our child from the scheme or pay two weeks fees.
10. To keep the child away from the scheme if advised to do so by a doctor or by the Play leader, and to inform the scheme IMMEDIATELY if my/our child is absent due to a contagious disease.
11. That it is my/our responsibility to ensure that my/our child understands that bad behaviour or behaviour that is either harmful to them or others, or equipment will not be acceptable.
12. I/We are aware that the scheme's policy folder is readily available for reading if we wish to.

Parent/Carer Name : _____ Signature: _____ Date: _____

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