

	CONTRACT Between Parents & The Den	
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Group Name	The Den
Address	Ysgol Deniol CP The Ridgeway Marchwiel Wrexham LL13 0SB
Telephone No.	01978 353760
Name of Registered Person	Mr Kevin Baugh
Name of Person in Charge	Mrs Laura Butterson
Name of Child	
Date of Birth	
Address	
Postcode	
Name of Parent(s)/Carer(s)	
Telephone - Home	
Telephone - Mobile	

Notice: We reserve the right to cancel any session without prior notice. This will only be due to exceptional circumstances.

It is vital that we are informed of any changes in circumstances with regards to any of the above information and information submitted within the registration form.

A complete registration form has been signed.

Parent/Carer Signature:

Date:

Supervisor's Signature:

Date:

Registration fee:	£3.00
Fee per session:	£17.50
Payable:	Weekly in advance
Methods of Payment:	Automated Credit: Bank details given out when asked for, please see staff. Please include your child's name with the online payment so we can tell whose payment it is. Vouchers: (If paying by vouchers please inform us of the name of the voucher)

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	company so we can make sure we are registered with the company). Childcare Offer: The Den is a registered provider for the childcare element of this offer. This means that eligible parents can access up to 17.5 hours of childcare provision from us at The Den to top up the 12.5 of Foundation Phase Nursery education your child receives from Ysgol Deiniol in the mornings. To check your eligibility and apply, please visit: www.gov.wales apply
Absence:	Sickness: Full payment unless in hospital Occasional days off: Full payment Parents' holiday: 2 weeks family holiday - no charge providing parents give 1 month's prior notice - Provision closed due to unforeseen event: No charge Parent/carers are advised to speak to Mrs Butterson about payment fees in cases of prolonged absence. Outings: No charge if child is on Ysgol Deiniol School Trip only.
Notice:	One month's notice in writing of a child leaving the provision.

Collecting your Child

Different Collectors: If you as a parent/carer are not going to collect your child and someone different is doing so on your behalf could you, please do the following:

Inform The Den supervisor

- Introduce The Den supervisor to the person collecting your child or provide a photo or description.
- If the supervisor is not made aware of the change of the collector, we will be unable to let your child home until we have contacted their parent/carer for verbal permission.

We hope you understand the above details are intended for the safety of your child.

Procedures if a child is not collected: If your child is not collected the emergency contacts, you provided will be called and asked to collect your child. This may result in a charge being enforced.

Should there be no response from all contact / emergency numbers and the child has not been collected after one and a half hours then the duty social worker at the social services department will be contacted and their advice will be followed.

I agree to my child being collected at the designated time, 3.00pm, by myself or by those persons I have specified on the registration form.

Parent/Carer Signature:

Date:

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Child Illness: Arrangements in the case of sickness and/or emergency:

- The Den does not accept children who are unwell, and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending.
- If your child becomes unwell during a session we will contact the parent/carer at the earliest opportunity.

Staff at The Den have undertaken appropriate training to deal with an emergency. While every attempt will be made to contact you, there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to The Den taking such action in your absence:

I give my consent to The Den administering basic first aid (of which a written record will be kept).

Parent/Carer Signature

Date:

I give my consent to The Den administering basic first aid (of which a written record will be kept).

Parent/Carer Signature

Date:

I give my consent to The Den signing any written form or consent required by hospital authorities if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

I agree not to send my child if he/she is unwell.

I agree to collect/make arrangements for my child to be collected from The Den immediately I am informed that he/she is unwell.

Parent/Carer Signature:

Date:

Photographs: From time to time staff may take photographs of the children during activities; these may be used for display purposes within the provision. If photographs are to be used for external publicity purposes, separate consent forms are asked for.

I give my consent for my child to be photographed.

Parent/Carer Signature

Date:

Fees: The Den fees are £17.50 per session. Fees are to be paid in advance of your child attending. Fees will not be refunded or carried over unless The Den is cancelled by the setting.

I agree to reimburse the setting any fees charged by their bank for cheques submitted by me that are subsequently returned to draw.

Parent/Carer Signature

Date:

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If fees are in arrears of a maximum of 2 weeks I understand that my child will not be able to attend The Den until the amount outstanding is cleared in full.

Parent/Carer Signature

Date:

If I no longer require my child's to attend The Den, I agree to inform the setting either verbally or in writing so that their place can be passed to the next child on the waiting list.

Parent/Carer Signature

Date:

I will inform the group of any changes in circumstances relating to the above or which may affect my child.

Parent/Carer Signature

Date:

Please note that all policies and procedures are available for parents to read and The Den's CIW registration and public liability insurance certificates are on view in the setting.

Note: Personal information contained in this contract and registration form is kept in line with the confidentiality policy for The Den.

Thank you for registering (child's name) with our setting, please sign below:

Parent/Carer Signature

Date:

The Den's Supervisor's Signature

Date:

If you have any queries concerning the above, please do not hesitate to speak to a member of The Den staff.

This contract is kept by the provider and parents / carers will be provided with a copy.