



Terms and Conditions

Name of Child: _____

Club Attending: _____

Parent/ Carer's Name: _____

Bill payers email address: _____

- You give permission for your child to attend Jozone Kids Club Ltd and understand that the club has Policies and Procedures and that there are expectations and obligations relating to both the club and yourself and your child.
- The Out of School Club is a play care facility and during the time in which your child is attending, Jozone Kids Club Ltd is legally responsible for him/her.
- There is no guaranteed space for bookings on a casual basis.
- Any information and details regarding your child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other agencies. (For example, police, social care and health care professionals.)
- It is your responsibility to notify Jozone Kids Club in writing of any changes to any personal information regarding you and your child (e.g. contact information, medical conditions etc.).
- Upon the child's arrival to Jozone Kids Club he/she will be in care of Jozone Kids Club until collected and signed out by a 'Named' responsible adult.
- You must inform the Club Manager/Deputy before the session if you are collecting your child from school or they have not attended school on the day that they are booked in to the club. Refunds will not be issued for non-attendance of pre-booked sessions.
- If your child attends an out of school activity organised by the school during a booked session with Jozone Kids Club you will be charged for this session. This is due to Jozone Kids Club having to provide adequate staff ratios in the event that the school after school activity is cancelled.
- Jozone Kids Club opens at 7.30am and cannot accept children before this time.
- Jozone Kids Club closes at 6.00pm and if for any unforeseen circumstances, the person collecting is going to be late, you must contact the Club Manager as soon as possible to let them know.
- If any child remains at the club at 6.30pm, after doing everything possible to contact parents and emergency contacts, then Jozone Kids Club will be legally required to contact the First Response Team (Social Service).
- Whilst at Jozone Kids Club your child may get involved in messy activities, and therefore you will provide your child with appropriate clothing to accommodate this. Jozone Kids Club will provide aprons to protect clothing as much as possible.
- Whilst we try to ensure that the safety and security of items, we cannot be held responsible for anything lost, damaged or stolen.
- You confirm you have read the clubs behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary for Jozone Kids Club to exclude your child from the club. In the event that this occurs, you are required to pay for these missed sessions.
- **Aggressive or abusive behaviour towards staff will not be tolerated.**
- Should there be any incidents at Jozone Kids Club involving your child, you will be informed of the situation.
- If your child has an accident, then they will be treated by a qualified first aider and you will be informed of the situation as soon as possible. If there is a situation where your child needs urgent medical treatment and you are unavailable, you give permission for a member of staff from Jozone Kids Club may sign and consent forms necessary for treatment on your behalf.
- Should a child be prescribed medication by the doctor the Parent/Carer must notify the Club Manager before the child attends Jozone Kids Club and complete any necessary forms.
- Where the club has endorsed your claim for Tax Credit, Jozone Kids Club is legally obliged to notify the HMRC if you cease to use the service during the period of your claim unless you give a minimum of 10 days' notice. Your tax credit claim form will indicate that we may be jointly liable for any claim HMRC consider to be fraudulent.
- **Invoices must be paid for before the end of the month of its issue date. Failure to do so will result in your child's place being suspended until payment has been received and will incur a £5.00 late payment fee per week.**
- Any extra sessions booked after the invoice date will be charged the following month.
- Sessions that have been paid for and not taken cannot be carried forward for use in the future.



- **Refunds will not be issued for non-attendance of pre-booked sessions. Unless this is due to school closures.**
- There will be a charge of £10.00 for any returned Cheques to cover bank charges.
- If your child is not collected by 6.00pm there will be a charge of £3.00 per 10 minutes to cover the costs of the two staff that are legally required to stay.
- You are entitled to take 1 week (5 days) as holiday through the school year where you will not be charged for non-attendance of your pre-booked sessions. To take these holiday entitlement days you must notify Jozone in advance of the dates you will be taking as holiday entitlement. Dates can be taken together or individually. **Otherwise the full retainer must be paid on all absences including sickness and holidays in term time.**
- Prices may be subject to change at the Directors discretion.
- **A two weeks' notice is required in writing to make any permanent alterations to or cancel this contract.**
- Jozone Kids Club will also give two weeks' notice to terminate this contract unless the safety and / or welfare of the children, or staff, are not guaranteed where upon the contract will be terminated immediately.

Failure to comply with the above terms and conditions may result in termination of your contract.

I have read and understood the above terms and conditions and I agree to abide by them.

Signed Parent / Carer: _____ Date: _____