



Play Works (M/cr) Limited
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Urmston
Manchester
M41 5AT

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E-mail: fun@playworks-manchester.co.uk
Web: www.playworks-manchester.co.uk

Contractual Agreement

Name of Main Contact:

agrees to enter into a contract with 'Play Works' for the provision of childcare services for:

Name of Child:

Main Terms and Conditions of 'The Agreement':

1. A completed Registration Form must be supplied before childcare services can be provided. In the event of **any** changes to the details shown on the Registration Form Play Works must be notified immediately.
2. Childcare services will be provided in accordance with the settings 'Policies and Procedures' which are available to parents/carers at all times.
3. Fees must be paid in advance and no later than the Thursday prior to the week commencing Monday (Holiday Club fees are due at the time of booking, places are only guaranteed on receipt of full payment). Late payments may result in the termination of the contract or loss of your booking.
4. Full fees are payable for sickness, occasional days off, including school closures and Holiday Club cancellations. Refunds will not be given other than in exceptional circumstances and at the discretion of the Management.
5. On arrival at Play Works [Breakfast Club, Holiday Club and Pre-School] it is the responsibility of parents/carers to ensure that their child has been met by a member of staff and 'booked-in' appropriately. Play Works cannot be held responsible for children unless their arrival has been recorded in the register.
6. Agreement is given for Play Works to take your child to local parks, amenities or on outings further afield whilst in our care (particularly during Holiday Clubs). This may involve travelling by car. (Where outings are planned well in advance Parents /Carers will be notified).
7. Your child must be collected from Play Works at the agreed time or a surcharge will be applied (see fees).
8. Your child will not be allowed to leave Play Works, without prior notification from the Main or Secondary contact, with anyone other than persons authorised to do so as specified on the Registration Form.
9. If your child is ill you must inform Play Works as the child **may** not be able to attend.
10. If it is suspected that a child has any contagious illness they will be isolated and Play Works will get in touch with one of the contacts to arrange for the child to be collected.
11. If your child is required to take any form of medication whilst in the care of Play Works you must authorise Play Works to do so by signing a Medication Consent Form. Medication will not be administered by Play Works without such consent.
12. You must inform Play Works if your child is not attending for any reason, particularly where they do not require collecting from school for After School Club.
13. Two weeks written notice is required to terminate the contract if a child is to be withdrawn from Play Works, or full fees in lieu.

I have read and understood the terms and conditions of this contract and agree to abide by them, together with the companies policies and procedures, whilst my child is registered with and attending Play Works.

Signature: _____

Main Contact

Dated: _____