



PRE-SCHOOL CONTRACTUAL AGREEMENT

Name of Main Contact: _____

Name of Child[ren]: _____

Terms and Conditions:

1. All fees must be paid no later than the Thursday prior to the week commencing Monday or one month in advance. Late payments may result in the termination of the contract.
2. Full fees are payable for sickness, occasional days off or cancellations. Refunds may be given in exceptional circumstances and at the discretion of the Management.
3. Your child must be collected from Play Works at the agreed time or a surcharge will be applied (see fees).
4. Your child will not be allowed to leave Play Works with anyone other than the contacts specified on the Registration Form without prior notification from the Main or Secondary Contact.
5. If your child is ill you must inform Play Works immediately as the child **may** not be able to attend.
6. 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 as soon as possible.
7. 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.
8. Agreement is given for Play Works to take your child to local parks and amenities whilst in their care.
9. In the event of **any** changes to the contacts details shown on the Registration Form Play Works must be notified immediately.
10. Two weeks notice is required if a child is to be withdrawn from Play Works.

I have read and understood the terms and conditions of this agreement and agree to abide by them whilst my child/children is/are registered and attending Play Works.

Signature: _____

Parent/Carer or Main Contact

Dated: _____