



PARENT'S AGREEMENT

Please read this document carefully and contact us if you require any further information.

Refundable Deposit and Fees - In signing this Agreement parents are agreeing to pay a refundable deposit equivalent to four weeks fees and this secures the agreed sessions for your child. The sessions will be held for two weeks and if the refundable deposit is not paid the sessions will be released to another child on our waiting list.

Invoices for sessions are issued in the first week of each half term. Please note that fees are due on receipt of invoice and if they remain unpaid after four weeks a late payment charge of £15.00 will be levied.

Hartley House Montessori accept childcare vouchers from some providers. Please call the office to obtain appropriate Carer ID numbers. It is the responsibility of the parents to ensure that all childcare voucher payments are made to Hartley House within an appropriate timeframe and that payments are clearly identified with your child's name. Vouchers issued with a pay packet at the end of the month will be offset against the next month's fees.

We understand that from time to time some families may encounter financial difficulties and if this is the case, please make an appointment to see the Director to discuss the matter.

In the case of long term non-payment of fees Hartley House Montessori Ltd reserves the right to refuse entry. Once a booking has been made and confirmed the full invoice amount must be met.

Hartley House Montessori Ltd is unable to refund fees for any cause of absence unless circumstances have prevented the Activity Clubs from being opened.

Change of Sessions - All requests for changes to sessions should be made in writing to the Activity Clubs Manager.

Should you wish to decrease the number of sessions your child attends, one calendar month's notice will be required in writing.

Notice - If a parent wishes to withdraw their child from the Club they must notify the Activity Clubs Manager in writing **at least one month in advance** or forfeit the refundable deposit. Where one month's written notification is provided the refundable deposit will be refunded to you once all outstanding fees have been paid.

Health and Safety Policy - Hartley House Montessori Ltd puts the Health and Safety of the children in its care first at all times. All possible efforts are made to ensure that the Club is a safe and healthy learning and working environment. Fire drills are held at regular intervals following procedures posted on the notice board. Staff have had First Aid Training and an Accident and Incident book is kept recording details of accidents. We expect parents to notify us of any medical or other condition affecting your child and to provide us with emergency contact numbers. If your child is ill when he/she is collected from school they will be observed for 30 minutes. If in this time his/her condition does not improve parents/carers will be contacted to come and collect him/her.

In signing this Agreement you are consenting to your child receiving First Aid at the Activity Club and/or to be treated by a doctor should an emergency arise. Every effort will be made to contact parents before such action is taken.

Hartley House Montessori Ltd and its representatives cannot be held liable for accidents/incidents arising outside the Club premises unless the children are in the care of the Activity Club staff during normal Club hours. Once the child has been collected from Club any accidents/incidents are parents/carers responsibility. In the mini-bus all children will wear seat belts, be provided with booster seats is appropriate, and a member of staff will always accompany the mini-bus driver and will be situated in the rear cab of the bus.

Sickness Policy - In order to prevent further spread of infection:

1. Children who have an incidence of vomiting or diarrhoea should not return to Activity Clubs until 24 hours have passed since the last occurrence.
2. Children who start a course of antibiotics should stay at home for 24 hours and can return to Activity Clubs providing they have no other new symptoms.
3. Children who have been vaccinated (including the pre-school vaccination) can return to Activity Clubs the next day, however, children often feel uncomfortable and can become feverish so are best kept at home in a restful and quiet environment.

Medication Policy - Any child required to take prescription medication whilst at the Activity Club should be sent with their medication clearly marked with the his/her name, the correct dosage and the frequency, together with any special storage instructions. This medication should be given to a member of staff at the start of the session. You will be required to fill in a consent form giving permission for a member of staff to administer the medication, and the staff will ensure that the medication is taken at the correct time. This procedure does not apply to inhalers used to control asthma although these should be clearly marked with the child's name.

Drop off/Collection of your Child - The Club requires an introduction to any third party, bringing or collecting their child to/from Club, eg, visiting grandparents, friends. We also require written notice of any change of person collecting a child. This applies to regular arrangements such as a new childminder or the one off occasion of a friend or neighbour coming to collect a child. Please ask the staff for a Permission Form. If an unexpected person arrives the child will not be released until permission has been given or the parent arrives.

Late Collection - To ensure that we comply with staffing ratios and our insurance policy we need parents to pick up their children promptly at the end of each Activity Club session. Please note that our 'late collection policy' states that a fee will be charged if parents or other authorised carers are late to collect their children. We will use our discretion for genuine reasons but for all other reasons late pick ups will incur a fee of £1 per minute, with a minimum charge of £5.

Procedure for Parent/Carer failing to collect child - Two members of staff will remain with the child at all times. Parents will be contacted using available telephone numbers. If contact is unsuccessful the specified third party will be contacted. If a person not known to us arrives to collect the child, the child will not be handed over until a parent can give us a password, if necessary by telephone. The person must produce photo ID and the password.

This procedure applies even if the person is very well known to the child. The incident will be recorded.

Please note, a member of staff will not leave the premises with the child without proper authorisation from a parent.

Personal Possessions - Please ensure that all your children's possessions, including shoes, slippers and clothing, and food containers, are clearly marked with your child's name. We would encourage children to leave toys at home.

Equal Opportunities - Hartley House Montessori Ltd respects and actively promotes the right of all individuals to develop to their full potential irrespective of their ethnic origin, cultural background, religion, linguistic background, life experience or disability. Through our Equal Opportunities Policy we aim to value difference and diversity and benefit from them.

Term Dates - Term dates for the Activity Clubs are the same as for the Hampshire schools. Activity Clubs will run full days in the school holidays where there is sufficient demand. School term dates are issued to parents annually and can also be found on the notice boards within the Club. There may also be closures for staff holidays and these are notified to parents annually if applicable.

Complaints Procedure - In the first instance, a complaint should be addressed to the Activity Clubs Manager who will arrange a meeting to discuss the matter and try to resolve the issues. In the event that the matter remains unresolved the details should be communicated in writing to the Director who will also endeavour to reach a solution. If the matter still remains unresolved, an Ofsted professional unconnected with the school will be appointed as an arbitrator to reach a decision. The address for Ofsted is displayed on the school notice board.

Please sign below, cut off and return this slip to the Activity Clubs Manager. This slip will be kept in your child's file.

Updated February 2008

✍ _____

I/We have understood the Parent's Agreement and agree to the conditions as stated.

Child's Name :	Date:
Print Name:	Signed:

Updated February 2008