Agreement form

The staff at Little Munchkins Children's Club aim to offer all children a high level of care, and also to help stimulate, enhance and challenge their learning to help develop their skills and knowledge. All this can be done by the use of activities we offer within the club premises, which are safe and secure for the children.

To help provide the best possible service to yourselves as parents and to the children attending the club, we ask that you agree to the following statements:

1. I/we will ensure I/we have booked my child/children into club sessions in advance to ensure I/we have secured a place. I/we understand that not doing this may result in a place not being available for the required day.

2. I/we understand that management need to be informed in writing four weeks in advance if I/we would like to cancel my child's/children's regular place at the club. If I/we would like to change to another day instead of the one booked, I/we can inform management staff one day in advance.

3. I/we will ensure that all payments are paid on time as they are my/our responsibility as a parent/guardian. I/we understand that a place will not be available until all arrears are cleared.

4. I/we understand that if I/we am late collecting my/our child/children from Little Munchkins Club, then an additional charge of £2 every 15 minutes will be added onto the bill.

5. I/we understand that if my/our child/children have not been collected from Little Munchkins Club, even after several attempts have been made to contact the names given in the emergency contacts on the registration form, then staff may follow the safeguarding procedure.

6. I/we understand that if my/our child/children misbehave and act in an inappropriate manner, I/we as a parent and the club manager will agree on strategies to help improve their behaviour. However, if this negative behaviour continues then the club manager has the right to refuse a place for the child/children.

Childs name: _____

Parents name: _____

Signature: _____

Date: _____/_____/_____