

Treetops Wraparound Care

Parent Agreement

It is the parent/carer’s responsibility to:

* Book sessions and pay for the fees half termly in advance.
* Inform Treetops staff, in advance wherever possible, if your child will not be attending a session for any reason – please call, email or text us directly. If your child is off sick for a number of days, please keep us updated.
* Inform the Club Managers of any changes to your contact details or the details of anyone on your child’s emergency contact form as soon as possible.
* Inform a member of staff as soon as possible if your child has developed a contagious or infectious disease or infection.
* Please note that any medication can only be administered if prescribed by a GP.
* Complete a medical form, available from a staff member, clearly stating the dosage and frequency, if medication is to be administered by a member of Tree Tops staff.
* Inform the school or a member of staff (either personally or by telephone) if anyone – other than yourself or the person/s named on your child’s emergency contact form - will be collecting your child from Treetops.
* **At times we may wish to use photographs we have taken on internal display boards or for publicity purposes on the school website. I give permission / I do not give permission for my child to have their photograph taken.**

**Cancelling Sessions:**

Please note that we are **unable to refund** cancelled and/or missed sessions.

Appropriate staff numbers, spaces and provisions are arranged in advance. Therefore, we ask all parents/carers to book sessions carefully to avoid issues.

Please note that late collections on a regular basis may result in the removal of your place.

**I confirm that I have read and understood the above agreement and have read the Treetops Wraparound Policy**

**Child’s / Children’s Name: ……………………………………………………..**

Signature (Parent/Carer) ……………………………………………………… Date: …………………………

Date

**Verified by a member of staff:**

Name……………………………………………………………… Signature ………………………………………………………