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# HAF PARENT AGREEMENT Summer 2023

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| **CHILD’S DETAILS** |  |
| **Child’s full name:**    **Known as:** | **Gender:** |
| **Date of Birth:** | **Ethnic Origin:** |
| **First language:** | **Other languages:** |
| **Home address including postcode:** | **Home telephone:** |

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| **PARENT/LEGAL GUARDIAN DETAILS** |
| **Full names of all Parent/Guardians:**        **Home address if different from above: Contact number:**        **Email address:**      **Emergency contact name and address: Relationship to child:**            **Name of person/s authorised to collect your child from Holiday club if not yourself:** *We will not release a child to anyone else unless previously agreed with Holiday club.* |

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| **MEDICAL DETAILS** | | |
| **Doctor’s name:** | **Practice address and phone number:** |
| **Health Visitor:** | **Phone number:** |
| **Are all immunisations up to date: Yes/No** | **If no, state exceptions:** |
| **Special medical needs (please detail):** | **Special dietary requirements (Please detail):** |
| **Any allergies (please details)** |  |
| **Any Special Needs or other information we may find helpful or need to be aware of to effectively care for your child (please detail):** | | |

# PARENT AGREEMENT

This ​**Agreement**​ is between Mayespark Primary School (referred to as ​**our/us/we/** and the parent(s) or legal guardian (referred to as ​**you/parent/s**​) of a child that is, or is to be, enrolled at Holiday club. It outlines the obligations and commitment of both Holiday club and you. The terms of this Agreement will continue as long as your child attends Holiday club.

The Agreement is intended to be an overview of a number of key policy areas. Please refer to the individual policies, available on request for further information as to a particular policy area. By signing this Agreement, you agree to comply with the policies that are in force from time to time.

## PAYMENT POLICY

All places have been booked through London Borough of Redbridge/HAF and is free for those children who have a benefit related Free School Meal entitlement. For those children who are not eligible for free provision, bookings are taken and paid for using the same booking platform.

If the holiday club has to close for any reason which is outside of our reasonable control, including for reasons such as health and safety (e.g. bad weather) fees will remain payable during the period of closure. Every effort will be made to ensure that such a closure, likely duration and management of the same is communicated to parents at the earliest opportunity to enable you to make alternative plans.

## ILLNESS POLICY

In the event your child is unwell and cannot attend a registered session, please advise us as soon as possible on the day your child is due to attend. You agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease or any other type of illness that may be passed onto others, with the exception of the common cold) will be kept at home to protect the well-being of staff and other children in our care. You agree that, should your child become ill during our care, immediate arrangements will be made to collect your child. You agree that staff should seek any emergency medical advice or treatment deemed necessary for the wellbeing of your child whilst at holiday club.

## TERMINATION

We reserve the right to suspend or terminate this Agreement (including a child’s place at Holiday club) without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

## HEALTH AND SAFETY

The name of the designated Health and Safety Officer is Tracy Lynes, Assistant School Business Manager who will be on site until 14th August. Any Health and Safety queries should be directed to the Holiday club leader after that date.

## MOBILE PHONES

Children are not permitted to bring mobile phones or wearable devices on site, if they are found they will be confiscated and handed back to the adult at the end of the session. We also request that parents have mobile phones stored away whilst on site.

## BEHAVIOUR MANAGEMENT

Holiday club is committed to providing a safe and happy environment for the children who attend. We have a Behaviour Policy, which is available on request. If a child’s behaviour is seen to be problematic for the staff and other children, we will follow this policy in dealing with such behaviour, in close dialogue with parents to ensure a resolution of the issue.

In the event that a child’s behaviour is reasonably considered to endanger others, and all routes according to our Behaviour Policy have been adhered to, Holiday club may terminate this Agreement and the child’s place at Holiday club.

## SAFEGUARDING

You understand that there is a duty on staff to follow specific child protection procedures should any concerns arise. Holiday club has a Safeguarding Policy, which is available on our website.

# CONSENTS

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| **Emergency First Aid**  Do you give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if your child fails seriously ill whilst in the care of Holiday club? | Yes/No |
| **Emergency Medical Treatment**  I give my permission for a member of staff to accompany my child to hospital in an ambulance should the need arise. I understand that all medical decisions made in my absence are the responsibility of the medical professionals and that I will be contacted as soon as possible. | Yes/No |
| **Sun cream**  I give permission for sun cream to be applied to my child. | Yes/No |
| **Photographs**  I agree to photographs being taken of my child within the Holiday club environment and posted on social media or in local press, without their name. | Yes/No |
| **Face paints**  I give permission for my child to have his/her face painted whilst at Holiday club. | Yes/No |

**SIGNED PRINT NAME: DATE:**

**(Parent/Legal Guardian**

**SIGNED PRINT NAME: DATE:**

**(Parent/Legal Guardian**