

Playhouse Playgroup Parental Agreement

1. Children that have infectious diseases must be taken for medical attention immediately and the Playleaders informed. They must not be allowed back to the Playgroup until they are no longer infectious. **Staff are not permitted to administer any medication.**
2. Children must be picked up by an adult over the age of 16. If anyone other than the parent or carer is to collect the child the play leaders must be informed in advance, either in writing or by telephone. If this does not happen, staff can not allow children to leave the Playgroup.
3. Fees are payable in advance for the term. We can not give refunds in the event of absence due to illness or holidays. Current fees are displayed on the notice board.
4. In the case of an emergency illness/ accident, every effort will be made to contact parents first, but if the circumstances are considered too important to delay, it may be necessary for a member of staff to administer first aid or take the child to hospital. In this event we ask you to consent to the following:
I give my permission for my child to receive first aid and to be taken to the GP or hospital by a member of staff in an emergency, and permission for the child to be examined, treated and admitted, if necessary.
5. The Playgroup is closed during all school holidays. Dates will be given for these holidays and fees are not charged for these periods.
6. We operate a parent rota system in Playgroup. **All Parents / carers are required to take their turn on this. Your child's place is conditional on your participating on the Rota for as many times a term as your child attends Playgroup in a week.**
7. Any complaints should be raised with the Playleaders in the first instance, who must answer them within 5 working days. If a satisfactory response is not received, then grievances should be put in writing, and addressed to the Chairperson of the Management Committee. (A detailed Complaints Procedure is posted on the notice board.)
8. It is now necessary for the Playgroup to seek permission for any photographs being taken within the group. For example, parents may wish to take photos of their child's birthday celebrations or we may take photos at Playgroup events to be used for display purposes. Staff in the Playgroup will prevent unnecessary pictures being taken and would challenge anyone who is not known to members of staff. In order to comply with new guidelines we need you to give your signed permission for your child to be photographed. If you wish to discuss this issue before giving your consent, please talk to a member of staff.
I give permission for my child / children to have their photograph taken during normal session times within the group and on outings.

I agree to do my parent Rota duty. I will pay the agreed fee in advance of the start of term.

Signed: **Print Name** **Date**