

## Permission & Conditions of Enrolment

Please read and sign each point. Please speak to the Centre Manager if you would like to discuss any of the following points.

	Parent/Guardian signature
1. I/we agree to abide by the Centre's policies and procedures as set out in the parent Handbook and the policy and procedure manual and as discussed with the centre manager	
2. I/we understand and accept that fees are payable for absences such as illness and holidays and that fees must be paid in advance. I/we understand that failure to pay fees on time could jeopardise my/our child's continuing enrolment at the centre.	
3. I/we agree to give the centre two weeks notice of intention to change booked days or withdraw the child from the centre. I/we agree to pay two weeks in lieu of notice if not given.	
4. I/we agree to ensure that the child is brought to and collected from the centre by a responsible adult (parent, guardian or authorised person) and that the adult signs the child into and out of the centre. The responsible adult will ensure that the staff are aware of the child's arrival and departure. I/we will sign for any absences as requested by staff.	
5. I/we understand that staff at the centre will take every precaution to ensure the safety of my child. In the event of an incident/accident occurring to my child. I/we give permission for centre staff to administer first aid.	
6. In an emergency situation, if deemed necessary, I/we give permission for the person in charge of the centre to: call an ambulance for my/our child (at the family's cost) Seek emergency medical/dental treatment for my/our child. I/we understand that centre staff will make every effort to contact me/us.	
7. I/we agree to abide by the Medication Policy and to provide a Doctor's letter outlining the medication, dosage and administration times or prescription medication that shows the child's name and current date plus medication, dosage and administration times. Parents/guardians are asked to give all medications to a group leader and complete the medication request form for the child each day. <b>Do not leave medications in your child's bag.</b>	
8. I/we give permission for my/our child to be given an INITIAL, ONE ONLY, age appropriate dose of Paracetamol if his/her temperature is 38 degrees Celsius or higher and I/we are uncontactable and/or unable to collect my/our child within half an hour.	
9. I/we agree to keep my/our child at home if he/she is suffering from any contagious conditions or is generally unwell and therefore unfit to participate in the normal daily activities of the centre. I/we will collect my/our child promptly when the child becomes unwell while at the centre.	
10. I/we agree to inform the centre promptly of any changes to my/our child's family situation, any absences and any changes to persons collecting my/our child.	
11. I/we give permission for my/our child to be photographed while at the centre, either still or video footage, for use within the centre only.	
12. I/we give permission for my/our child to have a low allergenic, SPF15+ or higher sunscreen applied at the centre. I understand that staff will test the sunscreen on my/our child's arm to test for any allergic reaction prior to use.	
13. I/we agree to provide a hat, legionnaire style or wide-brimmed, for my/our child's use at the centre.	
14. I/we understand that from time to time students may be present in the centre. I/we understand that separate permission will be sought if a student wishes to observe my/our child. No observations by students will occur without my/our consent.	
15. I/we understand that occasionally an excursion may be organised for the children at the centre. I/we will be presented with all the details of the excursion prior to the event and special permission sought.	
16. I/we agree that if my/our child's behaviour becomes aggressive toward other children or staff that the parent/guardian will be rung to remove the child immediately from the centre. I/we understand that the centre management has the right to cancel booking immediately of my/our child from the centre for unacceptable behaviour.	

**I/we have read and signed all of the Permissions and Conditions set out in this Enrolment Form. I/we certify that the information supplied is true and correct to the best of my/our knowledge.**

Name:	Signature:	Date: