

Strathmore Fun Club

Rules & Regulations for Parents and Carers

Child's Name.....

In order that every child gets the opportunity to share in the Fun at Strathmore Fun club, there are a few regulations to guide parents/carers and their children.

1. For the safety of the children any medication to be taken whilst your child is attending Fun Club must be handed to the Play Leader together with written and signed instructions as to its use. Medication must not be left in the care of your child.
2. Days that your child is booked in for will be charged for even if your child is absent. We are unable to swap days.
3. The booked days are set and there are no refunds. Bills must be paid the first week of the month. The annual family registration fee will be levied on initial registration with Fun Club and thereafter in September.
4. Parents/Carers must inform the Clubs before or on the day of absence by 2.30pm on 01462 438499. There is an answer phone (24 hours) so you can call any time to let us know. A penalty clause may be brought in if this continues to be a problem.
5. Children must be collected by 6pm. Children collected after 6pm will be charged at the rate of £1.00 per minute. If you are experiencing difficulty in getting to the club please let us know in advance so that we can prepare and reassure your child. Parents/Carers should collect their child from the Club and then to the front table to sign them out before leaving.
6. Any child not booked in will not be accepted at Fun Club. A months notice is required to drop days or change a booking.
7. Your child must be collected at the agreed time. Extra time can only be accepted when agreed with the Play leader in advance.
8. It is the responsibility of parents/carers to make sure that their child knows when he/she is coming to Fun Club and that they will wait to be collected in the pre-designated area. We have a procedure if a child cannot be found. It is the parents/carer responsibility to inform the club of any non attendance.
9. A retainer will be charged for days that your child is booked in for but not using. Retainer is price charged for normal hours when not used less pick up. Parents must let us know before invoices are done. No refunds will be given once invoices have been made up.
10. Parents/carers must make sure that their child is wearing the correct clothing for all the times of year, including sun hat or waterproof coat. Fun Club staff may put sun cream factor 30 on your child if needed. Let us know in writing if you do not want sun cream applied to your child.

11. Parents/carers should be aware of the risk to children regarding all food allergies such as peanuts and we advised that all children attending Fun Club should not share any prepared food or packed lunches.

12. The Play Leader will exclude from Fun Club:

- Any child who is ill and therefore unfit to attend Fun Club. Please do not send your child to Fun Club if he/she is unwell. We would be grateful if you would notify us of any illness.
- Any child who persistently bullies or behaves aggressively towards any other child/children.
- Any child who is unable to accept the discipline of the Play Leader and staff such that the child's behaviour affects the pleasure or safety of other children or the smooth running of the Fun Club. Discipline will only be imposed to maintain the safety and happiness of all members of Fun Club equally.
- The decision of the Play Leader and assistants, in consultation with the Fun Club committee shall be final.
- Fun Club will obtain permission from children to take photographs from time to time and those photographs will be used only within Fun Club. Parent/Carers who do not wish their children to be photographed must inform Fun Club in writing.

These Rules are in place to ensure that all the children enjoy their time at Fun Club and we encourage Parents/Carers to discuss any issues that arise with the Play Leader or the parent representative on the committee.

Please complete the section below and return to the Play Leader as soon as possible.

I have read the Rules & Regulations for Parent/Carers and agree to abide by them.

Parent Name Please Print.....

Signature of Parent.....

Date.....