

## Parental Agreement – September 2020

### KCA Obligations and Your Obligations

KCA has updated the parental agreement in line with guidance by the Department of Education and Public Health England. We are expecting all parents to help mitigate risks related to Covid19 pandemic by following guidance and our “Let’s work together for a safer environment” document.

#### **Obligations on you: You will:**

1. Complete and return our registration form before your child can start at our services and immediately inform us of any change to the provided information on the registration form.
2. Complete relevant medication or other consent forms and provide clear information when administration of medication, feeding or hoisting is required.
3. Immediately inform us if your child is suffering of any contagious disease. For the benefit of the other children in the service you should not allow your child to attend KCA if they are suffering from a contagious disease which could easily be passed on to another child.  
**Your child should not attend KCA and stay at home if he/she, you or someone you live with has any of the following:**
  - a high temperature
  - a new, continuous cough
  - a loss of, or change to, your sense of smell or tasteAlert KCA that your child, you or someone you live with, have symptoms of coronavirus COVID-19 and follow government guidelines\*.
4. Immediately inform us of any changes to your contact details.
5. Keep us informed of the identity of the persons who will be collecting your child from our services. We will require proof of identity if the person collecting your child is not usually responsible. If we are not reasonably satisfied that the individual is allowed to collect your child, we will not release your child to their care.
6. Immediately inform us if unable to collect your child from our services by the official collection time.
7. Provide us with at least 1 week notice of your intention to cancel a booking to our services (After School Club, Holiday Schemes, and Outreach). For Saturday Club 24hours notice is required.
8. We require bookings for After School and Holiday Schemes in block months.
9. Inform us as far in advance as possible of dates on which your child will not be attending our services.
10. Pay in advance fees for booked sessions.
11. Pay late collection fee at £10 per 15 minutes if you arrived later than the official collection time.
12. Do not expect us to accept your child in our services before the official start time. Arrive for drop off / pick up of your child at the designated time slot given to you.
13. Observe social distancing guidelines.
14. Supply your child with a face covering as required.

**Cedars Hall, Artillery Place, Harrow, HA3 6QJ | 020 8420 2300 | info@kidscanachieve.co.uk | www.kidscanachieve.co.uk**

Registered as: Kids Can Achieve Limited. Charity No. 1096796. A Company Listed by Guarantee No. 4606116.  
Working in partnership with The Westminster Society for people with learning disabilities. Charity No. 801081

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### **KCA Obligations and Your Obligations**

#### **Obligations on KCA:**

##### **We will:**

1. Provide you with regular verbal updates about your child's progress.
2. Notify you as soon as possible of any days on which KCA will be closed.
3. Offer parents as much as reasonably practical for the operation, choice of days to book as to services, according to their needs or care package requirements.
4. Facilitate a change of days, only where reasonable in order to keep consistent bubble groups.
5. Inform you and ask you to collect your child if we considered that that your child is unwell or has developed covid19 symptoms.
6. Keep updated with changes in guidance in response to coronavirus and inform you in line with guidance by PHE and local authority of incidents relate to coronavirus.
7. Take all the appropriate and possible steps to mitigate risks of coronavirus pandemic according to government guidance. \*\*
8. We have an obligation to report any instances where we consider that a child may be at risk of harm or neglect, and do so without your consent.
9. If you have any concerns regarding our services please discuss these with Play & Youth or Outreach managers respectively. If these concerns have not been resolve to your satisfaction please contact the Operations Manager for Programme Development. Any concerns / complaints will be reported to the Services Director for review.
10. The number of children with nut allergies is increasing and children who attend our services have complex health needs. With the support of parents we aim to keep KCA NUTS FREE. Parents are requested not to send food or other products that may contain nuts or nut oil (e.g. sun creams).

#### **Parent guidelines:**

1. Transport:  
We will be providing only limited transport during this period and where safe children are required to wear a face mask.
2. Medication:  
You will be asked to sign over medication to a team member and provide medication prescribed and labelled for your child, sign relevant consent forms.
3. Sickness:  
We will contact you if your child is unwell and ask you to collect your child.  
You will inform us on arrival of any concerns of your child's health or accidents and injuries.  
If you child or member of your family has tested positive for Covid19 you must inform us immediately.
4. Child clothes and possessions:  
We will ensure that all clothing, bags and lunch boxes are returned every day.  
You will label/ tag clothes (e.g coats), shoes, bottles, lunch boxes.

Unless we specifically request your child should not bring any of their own toys to our services. If they do bring toys, we will have to keep them out of our play areas and we accept no responsibility for any loss or damage to those toys.

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#### 5. Snacks & meals:

We will provide your child with healthy snacks, juice and water. Please pack only healthy lunch and support healthy eating by not packing fizzy drinks, candy or confectionary with high levels of sugar.

#### Links

\* <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

\*\* <https://www.gov.uk/coronavirus/education-and-childcare>

\*\*\* <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

#### Coronavirus in children

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

#### Contact Us

- After School & Saturday Club, Holiday Schemes – (manager) Megan Irvine  
Email - [play.youth@kidscanachieve.co.uk](mailto:play.youth@kidscanachieve.co.uk)
- Outreach (Community Based Short Breaks) – (manager) Claire Lee  
Email - [outreach@kidscanachieve.co.uk](mailto:outreach@kidscanachieve.co.uk)
- Family Support – (family workers) Anne Hopewell & Lucia Balint  
Email - [Family.service@kidscanachieve.co.uk](mailto:Family.service@kidscanachieve.co.uk)
- General information  
Email – [info@kidscanachieve.co.uk](mailto:info@kidscanachieve.co.uk)
- Operations Manager for Programme Development – ILIAS KOSTALAS  
Email – [ikostas@wspld.org](mailto:ikostas@wspld.org)

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