



(Doc 2)

PARENT/CARER CONTRACT
September 17 - July 18
After School Club Copy

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY AND SIGN THE CONTRACT BELOW.

- The cost of the After School Club is £7.00, per child, per session. You may be eligible to claim tax credits. The helpline number is 0845 300 3900. If you wish to claim tax credits, the school DFE number is 3412010.
It is the After School Club's policy to book the number of sessions required for your child the week before they are due to attend. However, we do appreciate that on any given day an emergency could arise. In this instance you must inform the Parent Liaison Officers who are present on the playground at 9.00a.m, or a member of office staff as soon as possible, so they can let the After School Club co-ordinator know. We must stress, it may not always be possible to accommodate your request to receive an additional place as we operate a strict pupil: adult ratio. This is in line with Health and Safety requirements. The earlier you are able to let us know of your need for a place, the better.
All payments will have to be made in advance, through Parent Pay, using your personal Parent Pay login. From September 2016 the school now operates a cashless system. Payments must be made for the number of sessions booked for your child, not their attendance. If you encounter any problems, please ring the school office and ask for Mrs Val Wright, School Bursar.
Fees must be paid weekly in advance, the Monday before your child's first session in the Club that week.
A pre-arranged adult must collect your child from the After School Club no later than 5.50pm, as the school must be locked by 6.00pm. If your child is collected any later than 5.50pm, you will be subject to our late collection charge of £5.00 for every fifteen minutes after or part thereof.
The club must be informed immediately of any change of address, contact numbers, child's medical conditions, split family arrangements (including court orders) etc.

Name of child/children _____

If your child's after school provision is paid for by an outside agency, please fill in the name of the agency below.

I agree with the above terms and conditions.

Signed _____ Date _____

Please print name _____
Contract renewable - September 2018

After School Club Mobile No: 07955 823 420
School Office Phone No: 0151 525 2751