

Name of child:

Before &
After
School
Provision

2019/20

Parental Agreement

Breakfast and After-school provision

Breakfast club

Children will be able to access breakfast club from 8am until their classes start at which point they will be safely taken to their learning areas. Children will be offered a healthy breakfast with a hot option including milk or water to drink between 8:00-8:30 am each day. A range of activities will be provided for the remainder of the session. A full menu will be displayed in the beacon room at the beginning of each term. The cost for the breakfast club is £2.50 per session per child which can be paid in advance. Any outstanding monies will be invoiced on a monthly basis. All sessions are charged for, regardless if the child did or did not attend unless a 24 hour written notice period is given. Any unpaid accounts may result in withdrawel of the child's place.

After-school club

Children will be able to access after-school club from 3pm- 5pm each day. Children will have the opportunity to take part in various activities between 3pm and 4:15pm such cookery, baking, swimming, outdoor activities and gardening at our allotment, therefore the children may be away from the beacon room before this time if you wish to collect early. Please ask at primary reception where the children are at this point. The children will be provided with either a hot or cold tea and pudding including water to drink between 4:15- 4:45pm. A full menu will be displayed in the beacon room at the beginning of each term. The children will then help tidy away and get their belongings ready for being collected by 5pm, the cost for after-school club is £9 per session per child which can also be paid in advance. Monthly invoices will be issued by our Finance Department to the child's home address. All sessions are charged for, regardless if the child did or did not attend unless a 24 hour written notice period is given. Any unpaid accounts may result in withdrawel of the child's place. A late charge of £10.00 may be applied in the event that the child is collected after 5pm.

Terms and Conditions

Fees and Financial

- All sessions must be booked in advance. Sessions should be paid for in advance however all outstanding monies will be invoiced on a monthly basis.
- Any absences will be charged at normal rate, unless 24 hours' notice is given in writing.
- We will endeavour to honour any requests to increase/decrease your session requirements subject to availability. If this is not available immediately we will add your request to our waiting list.
- You will be invoiced monthly; all invoices must be paid in full within 21 days. Failure to do so could result in the offer of provision being removed.
- Any debt recovery costs including administration time, postage and if appropriate small claims court fees will be added to your debt.
- Due to the staffing requirements, it is imperative that children are collected promptly at the end of their session. Late fees may be applied where appropriate. This charge is £10.00

Expression of interest

Please clearly circle below the sessions you wish to book your child in for. If these sessions are available, the place will be confirmed by the Provision Leader. Please note: by completing this agreement, you agree to your child attending those sessions on a permanent basis and will be charged for these, unless a request to change/ cancel sessions is submitted in writing at least 24 hours before the change is required. All requests will be confirmed by the of the Provision Leader.

Breakfast Club	After-school club
8.00am to 9.00am	3.00pm to 5.00pm
Monday	Monday
Tuesday	Tuesday
Wednesday	Wednesday
Thursday	Thursday
Friday	Friday
<i>Includes a healthy breakfast</i>	<i>Includes a healthy tea</i>
<i>Term time only</i>	<i>Term time only</i>
<i>£2.50 per session</i>	<i>£9.00 per session</i>

Full name of Child:

Year group:

Requested start date:

Allergies:

Dietary needs:

Medical needs/additional needs:

Collection of children from after-school club

All children must be collected by 5pm. A password must be provided.

Please indicate below everyone who has permission to collect your child/children

Name:

Relationship to child:

Name:

Relationship to child:

Collection Password:

PLEASE NOTE: Your child will not be allowed to go with anyone other than you without an agreed password being shared with the staff.

Expectations

For parents, staff and children

- Every child has the right to a positive experience at the provisions. Members of staff will welcome and treat every child with respect and we ask that your child does the same.
(United Nations Convention on the Rights of the Child Article 15)
- Children are expected to behave as per the Academy's usual expectations. Children who behave in an unacceptable manner may no longer be able to attend the club as this would be deemed unacceptable and would affect the ability of the members of staff to carry out the club's aims.
(United Nations Convention on the Rights of the Child Article 31)
- All staff, children, parents and carers are expected to behave well, show respect, be polite, look after equipment, follow the rules and boundaries and discuss any issues that may arise with the provision leader.
- All sessions are expected to be paid for in advance of attending, any issues with this can be discussed with the provision leader
- All staff, parents and children will adhere to the no personal phones rule. No mobile phones will be allowed in any of the areas at any time.
- All parents/ carers signing this contract agree to all of the terms, conditions and expectations.

Signed by Parent/carer:

Dated :

The information on this form will be processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1998 and revised guidance under GDPR May 2018. A copy of this is available on our website.

You must complete all of the sections in this contract and it must be signed and dated before your child can attend the before and/or after school provision. Please return this form to primary reception ASAP.

