

# BREAKFAST CLUB & AFTER SCHOOL CLUB PARENT CONTRACT



## Hempland Primary School

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# Hempland Primary School

### 1. Hours (Monday to Friday during term time):

Breakfast Club:	7:45am to 8:45am
After School Club:	Early session 3:05pm/3:15pm to 5:00pm Full session 3:05pm/3:15pm to 6:00pm

### 2. Booking arrangements

Bookings are to be made in advance on a termly basis.

### 3. Picking up your Child/ren from After School Club

- You must sign your child/ren out of the After School club and ensure that a member of staff is aware that you have done so.
- Children can only be collected by their parent/carer, unless prior written notification has been received by the school.

### 4. Missed and cancelled sessions

You must inform the school office if your child will not be attending the session/s booked. Unless your cancellation is 7 days in advance or due to illness you will still be charged for the session/s.

### 5. Contact details

The club will refer to your child's school registration details for emergency contacts, medical details and parental consents. Please ensure that any changes to contact details are updated with the school office.

### 6. Late collection

Please ensure that your child/ren are picked up from the After School Club by 5:00pm or 6:00pm in line with your booking. Any collections after this time will be subject to a £5 late pick up fine per 15 minutes. Should you not arrive by 6.30pm, we will follow the School's policy and contact Children's services.

### 7. Payment

All fees must **be paid after each month** of your child/ren attending when you will be invoiced and payment can be made via WisePay.

Charges for 2020/21 are per session and per child:	Breakfast Club - £3.00 per session
	Early session - £8.00 per session
	Full session - £10.00 per session

Failure to settle your bill on time could potentially affect your future bookings.

**Please sign to confirm that you have read, understood and agree to Breakfast Club/Out of School Club contract and return this with your booking form.**

Name of Child:..... Class:.....

Signed:..... (Parent/Carer) Date:.....

Signed:..... (on behalf of school) Date:.....