

Parents Additional Contract Information – TO BE KEPT BY PARENT/CARER

Charge includes pick up from class room/playground

A wide variety of activities will be provided at every session and we encourage the children to contribute to planning so they get a tailor made club full of things they personally like to do.

Collection time is 6pm, anytime after that will incur a £10.00 charge per 15 minutes.

Invoices are sent out at the end of each Month ready for the following Month. **Full fees will be charged for absence due to sickness or holidays. All invoices need to be paid in full by the 10th of each month, otherwise a late payment surcharge of £10.00 will be added to your next invoice. (except for September when invoices are issued in July, payment needs to be made by the start of the new academic year, September 10th), or by special arrangement agreed by the Owner. Fees will be reviewed annually.**

For regular bookings, 4 weeks notice of termination is required, or full fees paid in lieu of notice. This is to allow us to provide a consistent and professional service for the children and the staff.

Other relevant information:

Before your child officially starts it is highly recommended that you bring him/her along for an introductory visit so we can meet them and they can get to know us and the surroundings.

All specific needs must be notified including dietary requirements and food allergies.

Any child who is obviously unwell will not be accepted. A child must be clear of sickness and diarrhoea for at least 24 hours before they can return to the club. This is for the safety of all the children. Should a child be taken ill suddenly we reserve the right to have the child seen by a doctor or be taken to hospital in an emergency. All injuries will be recorded in the accident book, signed by the parent/carer, this includes pre-existing injuries.

We must be informed in writing of anyone specifically excluded from access to the club.

A fire drill will be held regularly and all regulations adhered to.

All policies are available for parents/carers to read and accept. If you have any problems or queries, we are always available to listen.

Email: **Myafterschoolclub@gmail.com**
Telephone: 01962 775626