Barrow URC Primary School - Policy Template

Policy:	Before and After School Club Agreement
Last Reviewed:	November 2021
Next Review Date:	January 2022
Author:	Fiona Stanley School Administrator
Approved by:	Helen Swinson School Business Manager

Before & After School Club Agreement
2021-2022

I …………………………………………………………………………….[PRINT NAME] parent/carer of

…………………………………………………………………………[PRINT CHILD/CHILDREN'S NAME/S]

have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 7.30am – 8.50 am for breakfast club and 3.30pm – 6.00pm for after school club. Sessions are booked on a first come, first served basis.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance via the online booking system. I understand that I will lose my place if my account is in arrears.
- I understand I can change or cancel sessions up to **_midnight on Wednesday_** of the week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office. I understand that there may be an additional charge if my child attends a club from an external provider.
- I understand that a fee will be applied for late collection from 6.05pm onwards at £1 per minute per child, and will be immediately payable to the school office.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.
- I will phone 01254 822338, option 3 for the after school club when the office is closed and I've added this number to my contacts

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. I understand that the club will not release your child to anyone else.

Name/s	Relationship to the child
_____	_____
_____	_____

Parent Signature …………………………………   Date …………………………………