

**‘Open Hearts, Open Minds, Open Doors’**

**MOBBERLEY C OF E PRIMARY SCHOOL**

**AFTER SCHOOL CLUB AGREEMENT**

 **As Childcare Providers we will:**

* Ensure that we provide a safe, secure and nurturing environment for your child.
* Provide childcare facilities for your child at the agreed times on the agreed dates.
* Provide a snack and drink for your child.
* Notify you at the earliest opportunity if we are going to be closed.

**As Parents/Carers of a child in our After School Club you will:**

* Provide us with any information relating to your child’s After School Club place and complete all relevant documentation as requested.
* Notify us of any medical or educational situations where special arrangements may be needed for your child.
* Provide us with up to date contact details and immediately inform us of any change to this information.
* Inform us of any matters that are relevant to your child’s safety and security.
* Keep us informed as to the identity of those persons authorised to collect your child from the After School Club.
* Inform us immediately if your child is unable to be collected at the agreed collection time (Late fees apply).
* Inform us if your child is unable to attend the After School Club.
* Adhere to the payment procedures as outlined in this document, at all times.

**Payment of After School Club Fees**

The fees for the After School Club are:

* A charge of **£12 per session with a charge of £10 for each additional sibling.**
* All bookings should be made a week in advance of the start date of the required session(s.)
* Sometimes places are requested on a ‘last minute’ basis and occasionally we will be able to accommodate these requests, subject to availability of spaces at the Club. We are not obliged to honour these requests as places may not be available on the day.

**Non-Payment of Fees**

* In the event of non-payment of fees, your child’s place will be cancelled and that place will then automatically be offered to the next child on the waiting list. Any money owed to school will need to be settled immediately.

**Late Collection Fees**

* You must collect your child **no later than 6pm.**
* If you are unavoidably late, you need to let us know as soon as possible. **In the event of your child being collected late, a late collection charge of £10 will be added to your account.**
* After three late collections from After School Club, your child will lose their place and their place will be automatically offered to the next child on the waiting list. If you have paid for any sessions in advance, the remaining balance on your child’s account will be refunded to you.
* In the event of any child not being collected, it is school policy to contact the relevant authorities and arrange for emergency childcare for your child.

**Cancellation**

* If you wish to cancel a session, you need to give a minimum of **2 days notice for cancellation** (or on a Friday for the following Monday.) The payment of the cancelled session will be held as a credit to use on another day of your choosing, depending on availability**. Failure to give the above notice will result in you having to pay the full charge for the missed session.** If parents wish to swap a particular day, this can sometimes be done with prior notice – please contact Penny Norbury in this instance. An admin charge of **£2.50** will apply in this case.

**Termination of Contract**

You may immediately end this agreement if:

* We breach any of our obligations under this agreement, and have not or we cannot address any breach within a reasonable period of time.

School may immediately end this agreement if:

* You fail to pay the fees which are due.
* You have breached any of your obligations under this agreement.
* You behave unacceptably, as we will not tolerate any physical or verbal abuse towards the staff or management.
* You turn up excessively late for a collection (in excess of 20 minutes).

**General**

As a childcare provider, we are under an obligation to report any instances where we consider a child may have been neglected or abused to the relevant authorities, and may do so without informing you.

In the event of unexpected closure of the After School Club, we are under no obligation to provide alternative childcare facilities for you.

If you have any concerns regarding the services we provide you should discuss this with the Headteacher, Mr Stenson.

To confirm that you have read and accept this agreement, please sign below and return to Mrs Penny Norbury at Mobberley After School Club.

Name of Child(ren)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_