



THE DISTRICT

CE PRIMARY SCHOOL

Headteacher

Lavern Shelford

MA BEd (Hons) NPQH NPQICL

Deputy Headteacher

Claire Ryder

BA (Hons) QTS

The caring path to achievement, reflecting the values of Christ.

Contract between Parents/Carers and The District 'Out of Hours' Club

Name of child:

Address:

Telephone:

Date of birth:

Name of person responsible for payment:

Relationship to child:

Address:

Telephone:

Session details:

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1 7.30-8.55am					
Option 2 8.00-8.55am					
Option 3 3.20-5.30pm					
Option 4 3.20-6.00pm					

Prices:

Breakfast Option 1: 7.30-8.55am - £5.00

Breakfast Option 2: 8.00-8.55am - £4.00

Afterschool Option 3: 3.20-5.30pm - £9.00

Afterschool Option 4: 3.20-6.00pm - £10.00

Payment is required each week in advance.

Start date :

Payment required:

PLEASE READ ALL TERMS AND CONDITIONS OVERLEAF BEFORE SIGNING THIS CONTRACT

I have read and agree to all the terms and conditions as stated:

Signed: Date:

Parent/Carer

Signed: Date:

Office Supervisor

TOGETHER WE SUCCEED

The District CE Primary School, Patterson Street, Newton-le-Willows, Merseyside, WA12 9PZ

Tel: 01744 678250 Fax: 01744 678251 Email: district@sthelens.org.uk

www.district.st-helens.sch.uk



PLEASE READ THE FOLLOWING DETAILS WHEN ACCEPTING AN 'OUT OF HOURS' PLACE AT THE DISTRICT C OF E PRIMARY SCHOOL

1. Fees are payable weekly or monthly in advance, by cash or cheque (with appropriate cheque guarantee card). Fees must be paid in full prior to sessions being taken. Failure to pay fees in full at the beginning of the week may result in your child's place being withdrawn. A child's place **WILL BE** withdrawn if any fees are 2 weeks in arrears.
2. Children will not be entitled to a reduction in fees for absence due to sickness or holidays taken during the school term. Please inform Out of Hours Club when child(ren) not attending any sessions.
3. A late collection fee of £5.00 per fifteen minutes will be charged for each child collected after the end of their session.
4. Four weeks written notice is required if parents/carers request a change of childcare sessions, or no longer require a place. If notice is not given, four weeks fees will be payable and your child's place will be withdrawn. If a child leaves the school no notice will be necessary.
5. It is the responsibility of the parent/carer to inform a child's key worker if an adult other than the parent/carer is to collect a child. All children must be collected by a responsible adult over the age of 18. Children will only be handed over to known adults identified in the child's information booklet. If for any reason an adult unknown to the staff collects your child, they must be informed of the confidential password.
6. If children are unwell on site, the play staff will seek emergency medical advice or treatment if necessary. Parents will be contacted immediately if a child has vomited or has diarrhoea and need to be kept off for 24 hours after symptoms have subsided. The parent will be requested to collect their child as soon as possible.
7. For continuity, the Out of Hours club follows the whole school behaviour policy, copies are available on request. The school reserves the right to terminate a contract if a child continuously misbehaves in the club.
8. Prices will be reviewed before 31st March annually and may be increased in line with inflation.

Support for childcare costs

To see if you are entitled to any help with your childcare costs please visit www.childcarechoices.gov.uk

If you have been send the contract through School Money - please tick the permission box to confirm that you have read the terms and conditions of the Breakfast and After-School Club.

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