

# Croyland Out of Schools Contract and Registration Form



Child Information			
<b>Gender</b>		<b>Preferred Start Date</b>	
<b>Surname</b>		<b>Legal Surname</b>	
<b>Forename</b>		<b>Middle Name</b>	
<b>Chosen Name</b>		<b>Date of Birth</b>	
<b>Address</b>			
<b>Postcode</b>			
<b>Telephone</b>			
<b>Email address</b>			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency

Name of Adult	Relation to Child	Home Address and Contact Number	Work Address and Contact Number	Priority

**NB. It is important that these details are kept up-to-date. Please notify the school of any change of details**

Medical Details
Doctor's Name ..... Address: ..... Tel no: .....
<b>Does your child have any medical conditions? (please state)</b>
<b>Does your child have any special dietary requirements? (please state)</b>

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Parental Permission	
Do you give staff permission to administer emergency first aid if necessary?	YES/NO
Do you give staff permission to photograph/video your child?	YES/NO
<b>Signed by Parent .....</b> <b>Date .....</b>	

Fees		
<b>Out of School (term-time only)</b>		
Breakfast Club	7.45am – 8.45am	£4 per session
After School Club	3.15pm – 6.00pm	£7 per session*
<b>Holiday Playscheme (non-term time)</b>		
Morning session	7.45am – 12.30pm	£13.50 per session*
Afternoon session	1.00pm – 6.00pm	£14.00 per session*
All day		£22.50 per session
Hourly rate		£3.50 per hour

\*Late fees apply, see section 9 below.

## **Terms and Conditions:**

1. Booking fees are payable in advance.
2. 24 hours notice is required for all bookings unless it is an emergency.
3. Payment for the Breakfast and After School Club should be made online via ParentPay. However, we can accept cash, cheque, or direct bank transfer. **In the event of a returned cheque there will be a 5% charge and payment must be made in cash.**
4. Further failure to pay, will result in the withdrawal of the **out of school provision for the child until the debt is paid in full.**
5. If your child is absent, please notify the school as soon as possible.
6. **Fees can be paid through Childcare Vouchers or direct bank transfer: see Mrs Kirkwood, Extended Services Manager for further details.**
7. If your child becomes ill during a session, the staff will contact you or the emergency contact names on the registration form and ask for your child to be collected. Please do not send your child to the out of school provision if they are unwell.
8. All clothing should be labelled. Warm outdoor clothing should be provided in poor weather and sun cream and a hat in the summer.
9. **A late fee of £2 per every 5 minutes will be levied if you collect your child late from the After School Club or Holiday Playscheme (i.e. after 6pm). If this exceeds 15 minutes the fee will double to £4 per every 5 minutes to cover additional staffing costs.**
10. Fees will be reviewed on an annual basis, in April.
11. **Croyland Primary School reserves the right to refuse admission where there is an amount still outstanding in respect of fees.**

## **Contract Signatures:**

This is to confirm that I have had my attention drawn to the terms and conditions. I have read and understood them and I agree to comply with them.

**Signed (Parent/Guardian 1) .....** **Date .....**

**Signed (Parent/Guardian 2) .....** **Date .....**