



HILTINGBURY CONTRACT

Mobile Number 07904 260609/ Office 023 80255686

PLEASE TICK IF THIS CONTRACT IS - OCCASIONAL OR PERMANENT

Childs Name

Childs Class

1st Parents Full Name:

Childs Date of Birth

2nd Parents Full Name:

Address where Child is resident

Postcode

Address of Parent/Guardian/Carer if different from that of Child

Contact Telephone Numbers

Home _____

Mobile _____

Work _____

Email Address _____

Full Fees will be charged for absence

If existing parents are just updating the contract a deposit does not need to be paid

Any Special Requirements/Password for pick up



HILTINGBURY SCHOOL (Continued)

I/We the undersigned, hereby enter into an agreement for _____ (name of child) to attend Rebecca's Out of School Club on the following days:

PLEASE TICK IF THIS CONTRACT IS - OCCASIONAL OR PERMANENT

Afternoon Session

3.20-6pm

£13.50

Monday

Tuesday

Wednesday

Thursday

Please tick all relevant session boxes you wish your child to attend

Attendance will commence on _____ (please enter date)

Four weeks notice to terminate this arrangement or fees paid in lieu. Rebecca's Out of School Club reserve the right to withdraw its services if any fees remain unpaid for more than 1 week. you will be given four weeks notice of this and not charged.

I enclose a £30.00 non refundable deposit Please tick if deposit is included. **If existing parent and just updating the contract a deposit does not need to be paid**

Please make cheques payable to: TJHP Ltd or Rebecca's Out Of School Club or bacs to account number 02514205, sort code 30-92-94

I/We agree to comply with all the Club's policies and procedures

Signature: Parent/Carer/Guardian _____ Date _____



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 6.00pm, anytime after that will incur a £15.00 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. If the club is required to close due to circumstances beyond our control i.e. weather, flooding, lack of heating etc., children on a permanent contract will still be charged for the session. All invoices need to be paid in full by the 10th of each month, otherwise a late payment surcharge of £15.00 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.

If existing parent and just updating the contract a deposit does not need to be paid

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 diarrhea for at least 48 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 child.

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: office@rebeccas-clubs.co.uk/ Number: 02380255686

Hiltingbury Phone Number: 07904 260609