



## Scantabout Primary School Contract

Phone number: 02380 255789/Office 023 80255686

PLEASE TICK IF THIS CONTRACT IS - OCCASIONAL  OR PERMANENT

Childs Name

1<sup>st</sup> Parents Full Name:

Childs Date of Birth

2<sup>nd</sup> Parents Full Name:

Address where Child is resident and post code

Postcode

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

Postcode

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



## Scantabout Primary School Contract (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 <input type="checkbox"/>	OR	PERMANENT <input type="checkbox"/>
	Breakfast Session	Afternoon Session (early)	Afternoon Session (late)
	7.30-9.00am	3.20-5.00pm	3.20-6.00pm
	£6.00for first child	£11.50 for first child	£13.50 for first child
	<b>£5.75 for siblings</b>	<b>£11.00 for siblings</b>	<b>£13.00 for siblings</b>
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 not be charged for inset days.

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. Bacs payment account number 02514205, sort code 30-92-94.**

**NB: Any collection after 5pm will result in an additional £2.00 charge being made. If, however, they are picked up after 6pm another additional fee of £10 per every 15 minutes will be charged**

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

Signature: Parent/Carer/Guardian \_\_\_\_\_ Date \_\_\_\_\_



### **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.

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 10<sup>th</sup> 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.**

**Collection after 6.00pm will incur a £15.00 fee every 15 minutes thereafter.**

**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 diarrhoea 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](mailto:office@rebeccas-clubs.co.uk)

Clubs Number: **023 8025 5789 / Office Number:02380255686**