



Chandlers Ford Infant School Contract

Phone number: 07875 980211/ Office Number 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

Home _____

Mobile _____

Work _____

Email Address Mum: _____

Email Address Dad: _____

Full fees will be charged for absence

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

Any Special Requirements/password for pick up



Chandlers Ford Infant 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:

Breakfast Session	Afternoon Session
7.30am-9.00am	3.15-6.00pm
£7.25 for first child	£15.75 for first child
£7.00 for siblings	£15.25 for siblings

Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<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. We Will be closed on inset days for either school i.e. Chandlers Ford Infant School or Merdon Junior School, 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 are 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 payment to Account number 02514205, Sort Code 30-92-94

I/We agree to comply with all the Club's policies and procedures (and additional information on page 3 of this document) which can be obtained



Signature: Parent/Carer/Guardian _____ Date _____

Parents Additional Contract Information – TO BE KEPT BY PARENT/CARER

Charge includes pick up from classroom/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 6pm, any time 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 5th 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 5th), or by special arrangement agreed by the Owner. Fees will be reviewed annually.**

For permanent contracts, 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.

There is a four weeks' notice period if you wish to terminate your contract which does not include school holidays. We do close on inset days so you will be given four weeks' notice of this and not charged. We cannot swap days unless this is a permanent swap. Please email the office directly office@reccas-clubs.co.uk should you require any extra sessions.

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 / **Office Number: 02380255686**: Club Number for Chandlers Ford Infant: **07875980211**