



### 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

1<sup>st</sup> Parents full name

Childs Date of Birth

2<sup>nd</sup> 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
	£7.75 for first child	3.15-5.30pm Only Friday
	£7.50 for siblings	£17.00 for first child
		£16.50 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"/> 5.30pm

**Parents Additional Contract** Please tick all relevant session boxes you wish your child to attend

Attendance will commence on \_\_\_\_\_ (please enter date)

**Four weeks' notice is required to terminate this contract.**

**Rebecca's Out of School Club reserves the right to withdraw its services if any fees remain unpaid for more than 1 week. We will be closed on inset days.**

For **new** parents/carers a £30.00 non-refundable deposit is required ☐ Please tick if deposit is included.

### Payment Details;

TJHP Ltd or Rebecca's Out Of School Club

Bacs 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**

**Collection times.**

**Monday - Thursday BEFORE 6pm,**

**Friday's BEFORE 5.30pm**

**Any time after the above times will incur a £15.00 charge per 15 minutes.**

**Invoicing.**

**Invoices are sent out between 20<sup>th</sup> – 23<sup>rd</sup> of each month, billing for the following month.**

**All invoices need to be paid in full by the 1<sup>st</sup> of each month, otherwise a late payment surcharge of £15.00 will be added to your next invoice.**

**NOTE: Due to summer holidays, September's invoice will be billed at the end of July.**

**All Fees are reviewed annually.**

**Closure.**

**If the club is required to close due to circumstances beyond our control i.e. weather, flooding, lack of heating etc., charges still apply for the session.**

**Cancellation Policy**

**Full fees will be charged for all absences, sickness, holidays, residentials, play dates or any other reason.**

**Permanent contracts: 4 weeks' notice of termination is required, or full fees paid in lieu of notice.**

**NOTE: This does not include school holidays.**

**Occasional Bookings: 72-hour notice required for the cancellation of childcare sessions.**

**This policy is to allow us to provide consistent and professional service for your children and the staff.**



**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, food allergies and any additional needs.

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 and staff. All injuries including pre-existing injuries will be recorded in an incident record. Due to Ofsted regulations and insurance purposes, ALL new injuries must be signed by the parent/carer. All head injuries will be notified by a call to parents/carers.

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 to parents/carers to read.

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/) Number: 02380 255686

**SETTING PHONE NUMBERS:**

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KINGS ROAD: 07875 980211,  
MERDON: 023 8026 2858,  
SCANTABOUT: 023 8025 5789