

CONFIDENTIAL (when complete)



A-Z Parental Contract of Agreement

The following terms and conditions apply:

Bookings:

An Annual Booking Form should be completed stating the sessions you wish to reserve.

Ad hoc bookings can be made at short notice, if places are available. Once booked we require the notice as specified in the notice section to cancel the booking.

Fees:

Fees will be payable in accordance with the rates in force at the time. Any changes to current rates will be advised in writing at least two months in advance. There will be an annual review at the end of each Summer Term.

As at the 1st September 2025 the rates are:

- Breakfast Club - £4.50 / session (7:30am to start of school). Last entry is 8:20am.
- Ad-hoc Breakfast Club - £5.00 / session
- After School Club - £14.00 / session (end of school to 6:00pm except parents' evening and last day of term when the timing will be from end of school to 4:30pm)
- Ad-hoc After School Club - £15.00 / session

Late Collection Fees:

The finish time for the After School Club is 6.00pm and you must collect your child before this time. If you are late collecting your child you will be charged an additional fee of £8.50 for each 10 minute block for each child. e.g. if you collect at 6:10pm you will be charged £8.50/child and if you collect at 6:20pm you will be charged £17.00/child.

You must notify the club immediately if you are going to be late and where possible make arrangements for your child to be collected by someone else. The adult collecting your child must know the 'Password' in order to collect.

Any Late Collection fees will be added to your account and must be paid within seven days.

Payments:

We operate a zero-debt policy.

Payments must be made in advance of the first day of every half term.

All payments are made on-line via Parent Pay using your normal school log-in.

Payment can also be made using Childcare Vouchers (if you have an existing account) or Tax-Free Childcare Vouchers.

Late payments may result in your child losing their club place.

Notice:

We require a minimum of four weeks' written notice to cancel or amend days attending. All booked sessions within the notice period will remain payable.

Ad hoc bookings will not be refunded unless we are given one week written notice. After this, Ad Hoc bookings will not be refunded, e.g. a booking made for the next day will remain payable even if it is not required. An Ad Hoc booking made two weeks in advance may be cancelled up to one week before with a refund being made.

During SATS week if a year six SATS breakfast is being provided by the school starting from 8.15am and you no longer require your breakfast club space, we will accept one week written notice to cancel your breakfast club booking for a year six student.

Sickness and Absence:

If your child is unwell in the morning, please do not bring them to the Breakfast Club.

If your child arrives at the After School Club from school feeling unwell or is unwell during the session, the club will make a judgement call which may mean that you could be contacted to collect your child as soon as possible. Your child will be cared for whilst awaiting your arrival.

In all cases you must notify the club and the school if your child will not be attending that day.

Please be aware that any days absent for any reason will still require payment.

Payment will remain payable for unexpected school closures such as snow days, strikes and unforeseen circumstances causing the school to close for a short period of time. In the event that school is closed for a longer period, such as a pandemic, the school would review fees due for that period.

Breakfast Club - Drop off Procedure from 7.30am to 8:20am:

Children should not be dropped off and left unsupervised. Parents/carers are expected to be present to personally hand over the care of their child to an A-Z staff member who will then welcome the child and accompany them to the hall.

Parents must ring the electronic pedestrian gate bell (number 2 followed by the bell symbol) on your arrival or call the A-Z club mobile if the bell is not working.

Children that arrive after 8.00am will not receive a full breakfast but will receive a piece of fruit and a drink.

Last entry to the Breakfast Club is 8:20am.

After School Club - Collection Procedure:

When a child is collected at the end of or during a session, they are signed out by a member of the A-Z staff where they will record who collected the child and the time of collection.

Parents must inform the Club if anyone different will be picking up their child. Please note the person collecting must be 14 year old or over. We cannot release children without prior notification or password.

Parents who wish their child in Years 5/6 to walk home alone must confirm this in writing to the club manager.

No child will be allowed to walk home alone during times of darkness unless separate express written permission has been received.

Behaviour:

The Club promotes good behaviour through positive encouragement.

Every child is expected to follow the Devonshire Choices, behaviour expectations, playground rules and the Club's daily rules.

We operate a verbal warning system and, if needed, a 'time out' system where children sit out for a short period of time. Removing them from a situation to reflect on their behaviour is followed by a chat with a member of staff before returning to play.

Policies and procedures:

The A-Z Club runs under the management of the school and as such all-school policies apply to the Club. These can be viewed on the school website.

Information sharing:

Any information you share with us regarding your child may be shared with other professionals in line with school policies. We will obtain all your child's medical, dietary and password information from the school's admission booklet.

Outdoor Play:

Where possible the children will spend time outdoors each day. Therefore, depending on the season and prevailing weather conditions, parents must provide adequate and suitable clothing.

Contact with Parents:

The Club values working together with parents. A suggestion box is provided for ideas and the Club Manager is more than happy for you to make an appointment with her to discuss any concerns that you may have.

I understand and agree to the Terms and Conditions outlined above.

Signed:

Print:

Date.....