

**ONLY COMPLETE IF YOU REQUIRE BEFORE AND/OR AFTER SCHOOL CARE**

**Labracadabra Before and After School Care**

**CONTRACT**

Labracadabra is a provider of quality childcare within our provision. We cater for children from Ladybridge Primary school only. All children are of primary school age. This contract is between the parent/carer of the child named below and Labracadabra.

**Child's Personal Details**

Forename(s) ..... Surname: .....  
Address: ..... Date of Birth: .....  
..... Postcode: .....

**Parent/Carer Details 1**

Name: .....  
Place of work: ..... Relationship to child: .....  
Work address: ..... Work Telephone No.: .....  
Mobile No.: ..... Email address: .....

**Parent/Carer Details 2**

Name: ..... Relationship to child: .....  
Place of work: ..... Work Telephone No.: .....  
Work address: .....  
Mobile No.: ..... Email address: .....

**Emergency Contacts (in addition to those provided above)**

1. Name: ..... Contact No.: .....  
2. Name: ..... Contact No.: .....

**The following adults are authorised to collect my child**

Name: ..... Relationship to child: ..... Password: .....  
Name: ..... Relationship to child: ..... Password: .....

**Medical Information**

Doctor's Name: ..... Doctor's Address: .....  
Doctor's Telephone No.: .....

**Medical Information**

We need to know if your child has any medical or dietary needs. Does your child:  
Suffer any illness? .....  
Have any disabilities? .....  
Have any special needs? .....  
Have any dietary needs? .....  
Other relevant info .....  
.....

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**As a parent/carer,**

1. I do/do not\* give permission for my child to have their photograph taken for Labracadabra for displays and artwork/on the school newsletter/on the school website and/or twitter.
2. I do/do not\* give permission for my child to have their face painted.
3. I do/do not\* give permission for Labracadabra to apply plasters to my child.
4. I do/do not\* give permission for Labracadabra to apply sun cream to my child.
5. I do/do not\* give permission for Labracadabra to allow my child access to the club's internet facilities, with supervision from Labracadabra staff. I understand that all internet sites will be suitable for the age ranges of the children in the room.
6. I do/do not give permission for staff to administer prescribed medication when I have provided written consent.

\* please delete as appropriate

**Fees and Times of Care**

- The childcare services, "the care", will begin with a four week trial period. The following terms and conditions must be met for a permanent place.
- Parent/carer or Labracadabra may terminate care services during the trial period with 24 hour notice.
- The commencement date of the care services will be: \_\_\_\_\_
- The fees you are contracted to pay each week during term time is £\_\_\_\_\_ "the fee".
- Fees must be made by cash or paid directly into the bank. To pay fees directly into the bank, please see the school office for the information required to use as a reference and Labracadabra's bank details.
- Fees are due on Monday of each week and will be accepted by cash or paid directly into the bank. Children will not be able to attend Labracadabra where fees are outstanding. The fee remains payable even if the child is absent.
- Any extra requirements must be booked with the school office, by visiting in person or telephoning 01204 333 646
  - by 4.00pm the evening before requiring breakfast care the next day
  - by 10.00am when requiring after school care for the same day.

Fees (as stated above) are payable at least one week in advance. Please note: places are limited so we will not always be able to accommodate last minute and/or occasional bookings.

**Breakfast Club**

- Each session runs from 7.30am until 8.40am and is priced at £3.00 – subject to change

**After School Club**

- Each session runs from 3.15pm until 5.55pm and is priced at £6.50 – subject to change

**Before and/or After School Childcare Requirements**

*Please tick as appropriate:*

Breakfast Club (Start Date \_\_\_\_\_)       Mon       Tues       Weds       Thurs       Fri

After School Club (Start Date \_\_\_\_\_)       Mon       Tues       Weds       Thurs       Fri

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

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**Please provide us with any other information that you feel may be relevant**

**Attendance**

Breakfast Club opens at 7.30am. Breakfast will be served until 8.15am. Children must arrive with an adult and be signed in. After school, a known adult must collect the child and sign them out. After school club runs until **5.55pm**. A charge of £10.00 becomes due at 5.56pm, with an additional £1 being incurred for every minute thereafter.

When school is closed (eg, for a staff training day or severe adverse weather etc), Labracadabra will also be closed.

**Personal Items**

Any personal items i.e. lunch boxes, coats, hats, mobile phones etc are not the responsibility of Labracadabra nor the school.

**Illness and Medicine**

Labracadabra will follow the school's procedures regarding illness and medicine. Medicine (prescribed or deemed essential) can only be given to children at Labracadabra when a parent/carer has completed a school permission form.

**Meals**

Ladybridge Primary School is STRICTLY a nut-free environment. This is extremely important as we do have some children with severe nut allergies. Food items such as cereals, toast (with preserves, nut-free chocolate spread or soft cheese), pancakes, waffles, fruit and yogurt will be offered to children who arrive at Labracadabra before 8.15am. Breakfast is not served after that time. An afternoon light tea will be provided after school. Special diets will be catered for.

**Chewing gum and lolly pops are expressly prohibited.**

**Discipline**

Labracadabra will follow the schools behaviour policy using a traffic light system. If our discipline policy fails we reserve the right to contact the parent/carer to come and collect the child.

**Termination**

Two absences in any term without prior notification will result in your child's place being terminated, but the fees applicable to two weeks' notice will remain payable.

Labracadabra may terminate the child's enrolment effective immediately if the child's behaviour threatens the physical or emotional well-being of one or more of the other people in school.

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Labracadabra will terminate the child's enrolment effective immediately if the parent/carer is verbally or physically abusive or threatening to any person in school.

Two weeks' notice must be provided in writing to the Manager of the club, if a parent/carer wishes to terminate this contract. If two weeks' written notice is not provided, the fees for those weeks becomes payable immediately.

**Parents**

We expect parents/carers to immediately notify the manager of changes to any details within this contract (particularly contact telephone numbers).

**Renewal**

This contract will remain valid for the whole time that my child is a pupil at Ladybridge Primary School. I will inform school immediately if any provided information changes.

I/We, the undersigned, parent/carer of ..... (Date of Birth .....)  
hereby give Labracadabra our permission to provide care as stated in all sections of the above contract. My/Our signature confirms my agreement to the above terms and conditions.

Parent/Carer Signature: ..... Date: .....