



Moat Hall Extended Services **Terms and Conditions**

- All children attending extended services must have completed the terms and conditions form and a registration form.
- In order to retain a place, the booking form needs to be completed. If parents require a regular, permanent place then please complete a pink form **ONLY ONCE**. Any additional requirements, or emergency bookings, should be made on a blue form on each occasion.
- All payments need to be done via Parent Pay or Voucher. Parents will receive a monthly invoice confirming provision taken and amount due. If you are paying by voucher you will still be charged on parentpay but the office will credit your voucher payments for you.
- If a payment is not made by the payment date, then your permanent booking will be cancelled.
- Any outstanding fees must be paid in full before further care can be taken.
- Fees will be reviewed annually by the Governing Body.
- No refunds will be made for pre-booked sessions for non-attendance, unless this is due to school cancelling sessions.
- Sessions that have been paid for, and not taken, cannot be carried forward for use in the future.
- You **MUST** advise us in writing if you no longer require extended services.
- Children must be collected by an adult (over 16 years of age) at the end of their session for which they are booked.
- The main car park can only be used for drop off and pick up before 8am and after 5pm. Otherwise use the visitors car park.
- If a parent/carer will be late to collect their child they must notify extended services by telephone on 01922 660960 until 4pm and after that on 01922 660965.
- A late collection charge will automatically be applied in these circumstances.
- It is the parent/carer's responsibility to notify the school office, in writing, of any changes to work place, home address, contact person or telephone number.

- It is the responsibility of the parent/carer to ensure that staff are notified, in writing, of any allergies their child suffers from.
- Should a child be prescribed medication by a doctor the parent/carer must notify the office and sign the necessary consent form if medicine needs to be administered four times a day.

I have read and understood the conditions set out and agree to abide by them. I understand that failure to do so may result in loss of my childcare place.

Child's name:

Parent/Carer's signature:

Date: