Appendix 2

Breakfast and After School Club Agreement

I ……PRINT NAME parent/carer of …….. have read and accept the terms of the policy and agree to abide by the terms therein. The sessions in this contract are 7:30 am – 8:45 am for breakfast club and 3:15pm – 5:30 pm for after school club. Sessions are booked and allocated on a termly basis in accordance with the priorities outlined in the policy.

- I agree to make payments for all sessions using the MCAS App or a tax free childcare account. I understand that I should make payments at least monthly and that my termly bill should be paid in full one week prior to the end of term, or I may lose my sessions.
- I understand that to cancel any sessions booked, I agree to call the office **before 10:00am on the day before the booking**. If the booking is for a Monday, **by 10:00 am on the Friday before**. I understand that if the correct notice is not given that I will be charged the full cost of the session.
- I understand that if I am a 'contracted parent' I am permitted to cancel a maximum of 5 sessions per child, per club, per term.
- I understand that I must sign the time of arrival in breakfast club and/or the time of collection from after-school club to enable the school to maintain an accurate register of the children in either club at all times.
- I understand that a fee will be applied for late collection from after-school club at £5.00 for every 15 minutes I am late.
- I agree to keep all contact information, medical, dietary and other relevant information up to date.
- I understand that the school have the right to terminate this contract if my child does not comply with the behaviour policy.
- I agree that I will be respectful to staff and others whilst dropping and collecting my child/ren from either club.
- I understand that the school will not release my child to any other individuals not listed on the registration form, unless prior consent has been given to the office.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.

Print Name: ……..

Signature: ……..

Date: ……