

CARE CLUB CHILDCARE AGREEMENT

This agreement is between

BURTON MANOR CARE CLUB UPLANDS ROAD, STAFFORD
(Tel. 330372 or 07741198031)

Child's Name

Parent's Name

Address.....(post code).....

Telephone Mobile

Starting from (date) for the following times:

Times of sessions: (Monday to Friday)
8.00 am – 08.45am Mornings session £4.00
3.15 pm – 5.30 pm Afternoons session £8.00

PLEASE INDICATE THE SESSIONS YOU REQUIRE BY TICKING THE APPROPRIATE BOXES

<i>Breakfast Club</i> <i>(8.00am – 08.45am)</i>		<i>After School Club</i> <i>(3.15pm – 5.30pm)</i>	
<input type="checkbox"/>	Monday	<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Wednesday
<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Friday	<input type="checkbox"/>	Friday

Payment: Online payment system or Child Care Vouchers.
Fees are required by the 1st day of every month in advance. If fees are not paid within 14 days of the request a late payment fees of £25 will be payable and your child will not be able to attend their sessions until payment is made in full together with the late payment charge.

You are required to inform the Care Club immediately if you suspect you will be late collecting your child. Failure to collect your child on time will incur an additional charge of £8.00 if up to 15 minutes late and £20 if over 15 mins late. If parents cannot be contacted then the First Response Team will be contacted and your child's place will be suspended.

Current fees: Breakfast Club £4.00 per session
After-School Club £8.00 per session

Sessions must be paid for throughout a school term, including periods of absence (eg illness or holidays taken in term-term).

(The only exception will be for periods of residential visits arranged by the school, for which fees will be waived. Please note that this does not apply to day visits)

Cancellation or Changes:

If I wish to change sessions or remove my child from Care Club, I agree to give four weeks notice in writing. I understand that I will be liable to a four weeks charge if I fail to do this.

I/We give my/our permission for staff of the Burton Manor Out-of-School Club to administer medication, handle emergencies and control my child within the club policies.

I/We also understand and accept that the staff cannot undertake the care of sick children (in particular any child with an infectious disease, diarrhoea, vomiting or having a high temperature)

SIGNATURE OF PARENT/ CARER

SIGNED DATE
CHILD CARE PROVIDER ON BEHALF OF BURTON MANOR CARE CLUB