



The Orchard Paddox Primary School Agreement

Pupil Name	Current Year Group	Contract start date
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- The sessions in this contract are 7.45am – 8.45am for Before School (Breakfast) Club; and 3.20pm – 6.00pm for after school club. Sessions are booked on a first come, first served basis. Cancellation of booking does not mean a refund will be given.

Parents not booking by 10am on a Friday morning for the week ahead will incur the flexi rate of charges. These bookings will be added to your School Money account when bookings are added manually

Breakfast 7.45 am – 8.45am	After school 1 3.20pm – 4.30 pm	After school 2 3.20pm – 5.30pm	After school 3 3.20pm – 6.00pm
£5.00 booked rate	£5.00 booked rate	£10.00 booked rate	£12.50 booked rate
£7.50 flexi rate	£7.50 flexi rate	£15.00 flexi rate	£20.00 flexi rate

- I accept that I am the ‘contracting parent/carer’ for the above child and agree to make payments in advance via the online booking system or through a voucher provider.
- I understand that if my account is in arrears I will be contacted by a member of staff and could lose my current and future bookings.
- Booked session charges apply whether the child attends the session or not.
- I understand that fees may change without this contract being reissued. The latest price schedule will be available on the school website or from the school office.
- After School Club: If I think I may be late (for any reason) then I will, out of courtesy, immediately contact the After School Club staff via 07769 958375. In the event of late collection, I understand that I may be contacted by member of staff following the incident.
- Breakfast Club: I understand that my child will need to be present by 8:15 am in order to have breakfast.
- After School Club: I understand that a fee will be applied for late collection from 6pm onwards at £10 per 15 minute per child, and will be payable separately by invoice.
- I understand that I am not permitted to use my phone or take photographs in the setting where Before School and After School clubs take place.
- I understand that as a visitor to the school I am not permitted to access or use the children’s toilets in the Before School and After School Clubs building.

- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before school and after school club.
- I will phone the after school club when the office is closed and I have added this number to my contacts.
- Please provide on the list below the full names of all individuals authorised to collect your child, including parents and carers.
- I understand that the club will not release your child to anyone else
- We reserve the right to refuse bookings if in debt to the school and if we have repeated behaviour concerns.
- Sessions must be booked on a half termly basis and cannot be amended after booking. Bookings close at 10am on Friday morning for the week ahead and are on a first come first served basis. Bookings made after this time will be charged at the flexi rate.
- It the parent/carers responsibility to notify the club of any absence via email or phone message. The absence information is not passed via the school and vice versa. Absence from club will not automatically mean a refund is given.

Name	Relationship to Child	Password

- Please indicate the sessions required below. This information below will form your contracted booking arrangements.

Day of week	Breakfast Club	After School Club Session 1 3.15 – 4.30 p.m	After School Club Session 2 3.15 – 5.30 p.m	After School Club Session 3 3.15 – 6.00 p.m
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

I[PRINT NAME] parent/carer of
 have read the club policy

<https://www.paddoxprimary.com/page/?title=The+Orchard&pid=580>

and agree to abide by the terms therein and of this contract

Parent Signature Date