

Valewood Primary School

Out of School Club

Parents/Carers Contract School Copy

I have read the information for parents/carers sheet and I understand it.

I understand that I need to make an advanced booking to guarantee a place for my child.

I agree to make the full payment on a weekly basis on the last day of my child's attendance and understand that if payment is not made then this can result in my contract for out of school childcare being terminated.

I understand that children can only be collected by the adults named on the registration form.

I understand that if I need to change or add names of adults nominated to collect my child I will inform the staff in person and witness the amendments to the form.

I understand that in all cases of a new adult collecting my child I will provide the Out of School Club with a password for them to use upon collection of my child and the child will not be released unless that password is quoted by the new adult.

I understand that I must collect my child by 5.45pm and that an additional charge of £15 per hour, or part of, will be made for each late collection.

I understand I must book all sessions for Breakfast Club and After School Club on Arbor.

I understand all bookings are charged for Breakfast Club and After School Club; irrespective if my child attends the session or not. You may cancel your child's place with one week's notice.

I understand I must give at least one week's notice to cancel my child's place, to avoid being charged, by emailing the School Office – admin.valewood@schools.sefton.gov.uk

I understand and accept that the staff has a duty to act upon any suspected sign of abuse.

I understand I am agreeing to abide by Out of School Club policies and procedures and that those policies are available to me at any time I request them.

I understand that the current fees are:

Breakfast Club	£5.50
After School	£15.00

I understand that the opening times for the clubs are:

Breakfast Club	7.45am to 8.45am
After School	3.15pm/ or after an extra-curricular club - 5.45pm

I understand that a breakfast is included if my child attends morning sessions and a light tea is provided in the afternoon sessions. Weekly menus are available on request. You are asked to let us know if your child has any special dietary requirements and we will accommodate your child accordingly.

In an emergency I give permission for my child to be taken to the nearest hospital with accident and emergency facilities to receive treatment and that I will be informed as soon as possible of any such action.

Child's Name.....

Parent/Carer Name.....

Signed.....**Date**.....

April 2025