



AFTER SCHOOL CLUB CONTRACT



Name of child: _____ DOB: _____

Date: _____

1. Fees

All fees are payable weekly in advance and charges are currently as follows:

End of school until any time before 4:30 pm	£5.00 (1/2 session)
End of school until and time between 4:30 pm and 5:30 pm	£8.00 (full session)
After an activity or music club (4:30pm) until any time before 5:30 pm	£5.00 (1/2 session)

Fees are subject to an annual review but may be revised at other times with reasonable notice.

All monies are to be paid **in advance**. Failure to pay on time could result in loss of the place in the After School club. Fees can be paid by cash, cheques (made payable to **City of Sunderland**), e-payment via City of Sunderland website or Childcare Vouchers.

If a child is unwell or absent from school, no charge will be made for the session/s missed and credit will be carried forward or refunded.

2. Hours

Mill Hill Primary After School Club is open from 3:30pm to 5:30pm Monday to Thursday term time only. It is not open during school holidays, INSET days, Bank Holidays or unforeseen closure days, eg: strike action.

Children must be collected from the After School Club fire exit doors by 5:30pm at the latest. Children will not have access to their normal classrooms during the Club times. It would be helpful if you could give us prior notification of early collection by note or telephone.

We may not always be able to accommodate last minute requests for places, due to popularity.

3. Discipline

The Head Teacher reserves the right to consider immediate exclusion of a child from the After School Club (temporarily or permanently) where inappropriate behaviour has been displayed, although it is expected that this right will be exercised only as a last resort.

4. Non-payment of fees

Fees are payable weekly **in advance**. Regular late payment of due fees may result in your child's place being forfeited.



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5. The Head Teacher of Mill Hill Primary School agrees to:

- Provide care for the child during the contracted hours;
- Provide a variety of activities appropriate to the age and stage of development of the child named;
- Notify the parent/carer of any accident or injury occurring whilst the child is attending the After School Club;
- Be available to discuss with the parent/carer the care and development of the child, to be arranged if either parent/carer or Head Teacher requests it, at a mutually convenient time;
- Provide the child with a healthy snack;
- Issue a receipt for payments if required.

6. The Parent/Carer agrees to:

- Pay the fees as set out in the contract on the day specified;
- Collect children on time;
- Be available to discuss any issues that may arise at a mutually convenient time.

I agree to the above terms and conditions including that all the fees are payable in advance.

Head Teacher (signature)

Parent/Carer (signature)

Print Name

Print Name

Date

Date

Please carefully read and sign this contract and return it to school. You will receive a copy signed by the Head Teacher.



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