BOOKING FORM

The Little Saints’ Club operates every week day, term time only, as follows:

7.30am – 8.50am 3.20pm – 6.00pm

The costs for each session are:

7.30am – 8.50am £5.00

3.20pm – 5.00pm £6.25

3.20pm – 6.00pm £10.00

I wish my child/children ……………………………………………………………………………………………… to attend the Little Saints’ Club on the following days, (please tick and state times required):

|  |  |  |
| --- | --- | --- |
| **Day** | **BREAKFAST CLUB** | **AFTER SCHOOL CLUB** |
| **Option 1****(3.20pm – 5.00pm)** | **Option 2****(3.20pm – 6.00pm)** |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

Start Date ……………………………………..

By completing and returning this form you are agreeing to the following Terms and Conditions of the club.

**Terms & Conditions**

CONTRACT – Terms & Conditions

1. I consent for my child to attend the Little Saints’ Club (LSC). I understand that the LSC follows the school’s policies and procedures, and that there are expectations and obligations relating both to the LSC and to myself and my child, and I agree to abide by them.
2. I agree to adhere to the Admissions Policy.
3. I understand that LSC is a play setting and that whilst my child is there, the LSC is legally responsible for him/her.
4. Once my child arrives at the LSC he/she will be in our care until collected and signed out by an authorised person.
5. My child will be provided with breakfast in the morning session and is able to bring a snack (NO NUTS) and drink for the afternoon session if they wish.
6. I understand that it is my responsibility to book any sessions I require on a termly basis via Arbor.
7. If I wish to cancel any booked sessions I must do so by either telephone or email via the school office. If less than 24 hours’ notice is given I understand that I will be charged in full for the session/s. If I cancel via email notice will be taken from the sent date/time of my message.
8. I will pay the fees due for my child to attend the LSC on a half termly basis and will pay promptly, in advance, for all sessions booked whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager, or sufficient notice has been given as noted above.
9. I will notify the LSC before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the LSC. I understand that I will be charged for the booked session if insufficient notice is given.
10. I accept that my child may take part in messy activities and will have access to outdoor play. I understand that I can provide my child with appropriate clothing to accommodate for this.
11. LSC closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the LSC as soon as possible.
12. If I do not collect my child by 6.00pm I will pay a charge of £10.00 per 15 minutes to cover any resulting costs incurred by school.
13. If I do not collect my child by 6.30pm, and the Club has been unable to contact me or any of my emergency contacts, I understand that the LSC will follow the schools Uncollected Children Policy.
14. Whilst the LSC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage of my child’s property.
15. If there are any accidents or incidents at the LSC involving my child, I will be informed.
16. If my child has an accident at the LSC, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from the LSC will sign any consent forms necessary for treatment on my behalf.
17. Information held by the LSC regarding my child will be treated as confidential. However, in some circumstances, for example, if there are child protection concerns, I understand that the LSC has a legal duty to pass certain information on to other agencies, including Police, Social Care and Health Care professionals.
18. I understand that aggressive and abusive behaviour towards staff will not be tolerated.
19. I understand that the LSC reserve the right to unregister my child if they show unacceptable behaviour resulting in distress or disruption to adults or children at the LSC.
20. Where payments are not made and arrears are accumulating, I understand that the LSC reserve the right to unregister my child and take action to recover payments owed.

**ADMISSIONS POLICY**

All Saints’ Out of School club, Little Saints’ is open to all children who are attending All Saints’ CE Primary School, and to children of the play workers, subject to availability. In the event of more requests than spaces available, places are allocated on a first come, first served basis.