

# St Lawrence Out of School Club (Larks & Owls)

## Contract from September 2019

### Ofsted number 130884



**Contract start date** \_\_\_\_\_

**Child's Full Name:** \_\_\_\_\_

**Year group:** \_\_\_\_\_ **Child's Legal Guardian(s):** \_\_\_\_\_

**Name of authorised person to collect child if different from Legal Guardian(s):**

**Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

Please tick the sessions that you would like to be contracted to:

	<b>7.30 – 8.45 am</b> <b>£4.50 per session</b> Includes breakfast.	<b>3.15 – 6.00 pm</b> Years 1-6 <b>£9 per session</b> Includes a small home cooked meal	<b>3.15 – 6.00 pm</b> Little Lawrence's and Reception <b>£10 per session</b> Includes a small home cooked meal	Weekly cost of contracted sessions
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

***Preschool 30 hour claimants only:***

*Please indicate here if you plan to use the 30 hours preschool funding to pay for the above sessions:*

*Number of hours used in Larks n Owls \_\_\_\_\_ (breakfast sessions =1.25 hrs, afternoon sessions =2.75 hrs)*

**Please note the following Terms and Conditions before signing this form:**

1. Contracted session charges will apply whether your child attends the session or not.
2. Charges will not apply if the club closes due to unforeseen circumstances.
3. Contracted days are not transferable to other days of the week. Permanent changes will require a change of contract.
4. Payment is required in advance of sessions being taken.
5. We accept payments via School Money, childcare vouchers, tax free childcare or cash. Cheques are not accepted.
6. We reserve the right to refuse access to the club if charges run into arrears.
7. A late collection charge of £5 per 5 minutes per child will be applied if children are collected after 6pm.
8. Parents / carers MUST inform the school (preferably via email) if a child will not be attending their regular contracted session for any reason.
9. All charges are reviewed annually.
10. A 4 week notice period is needed for any reduction in contracted hours.

I would like the above named child to attend St Lawrence Out of School Club (Larks n Owls) on the sessions indicated and agree to the terms and conditions that are outlined above.

Signed: \_\_\_\_\_ (Parent/guardian) Print Name \_\_\_\_\_

Date: \_\_\_\_\_