WASPS Out of School Club

A warm and safe environment where children aged 3 to 13 learn, grow and have fun!

**AFTER SCHOOL CLUB CONTRACT**

**Child Details**

Name of Child: ………………………………………………………………………………………………………………………….

Date of Birth: ………………………………………………………………………………………………………………………….

Home Address: ………………………………………………………………………………………………………………………….

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………………………………………………………………………………………………………………………….

Home Telephone Number: ………………………………………………………………………………………………….

Mobile Number: ………………………………………………………………………………………………………………………….

**Please circle days and times required**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONDAY** | **2.15-3.15** | **3.15-5.15** | **3.15-6.15** |
| **TUESDAY** | **2.15-3.15** | **3.15-5.15** | **3.15-6.15** |
| **WEDNESDAY** | **2.15-3.15** | **3.15-5.15** | **3.15-6.15** |
| **THURSDAY** | **2.15-3.15** | **3.15-5.15** | **3.15-6.15** |
| **FRIDAY** | **2.15-3.15** | **3.15-5.15** | **3.15-6.15** |

Sessions run from 3.15pm to 5.15pm and 3.15pm to 6.15pm, children will be collected by car from Jenyns School and St Thomas of Canterbury School or by walking bus from Roger de Clare School and Ralph Sadleir School.

2.15pm-3.15pm £4.50 (Collect from SPINS Nursery)

3.15pm-5.15pm £13.00 (also on occasional basis booked 1 wk in advance and paid for at time of booking)

3.15pm-6.15pm £17.50 (also on occasional basis booked 1 wk in advance and paid for at time of booking)

3.15pm-5.15pm £15.00 (also on occasional basis booked under 1 wk in advance and paid for at time of booking)

3.15pm-6.15pm £19.00 (also on occasional basis booked under 1 wk in advance and paid for at time of booking)

Car pick up will be charged at a rate of £2 per child per trip.

10% discount for 1 child if you have 2 or more attending

We are prepared to collect/take your child/children to/from an after-school activity at the Community Centre only after normal school closing times providing there are sufficient staff available at that time. An extra charge of £1 per child will be incurred for this service or £3 if collection is via car.

Fees are due on the 1st of the month in advance, for all sessions booked. Invoices will be emailed or handed out around the first day of the month allowing one month to settle their account in full for the following month’s fees. WASPS Out of School Club operates a non-refund policy. Late payment of invoices will incur a penalty of £1 per day. Parents who are consistently late in making payments will incur a suspension of their child from the setting until all monies are settled in full.

WASPS Out of School Club should be informed of any absences by 08.30am. Failure to do so will result in a penalty fee of £2. Termination of the contract either side will be 4 week’s-notice in writing.

All of WASPS policies and procedures are available for parents to read on the Welcome Desk. Should you wish to receive a hard copy of any of them, please ask a member of staff.

I am required by Ofsted to inform you that if you should have any complaints or compliments regarding WASPS Out of School Club then you will need to follow procedures as set out in our Complaints and Compliments Policy.

I acknowledge all of the above, have read the Admission and Fees Policy and Terms and Conditions Booklet and agree with the terms and conditions of the contract.

Signature of Parent: ………………………………………………………………………………………………………………

Print Name: ………………………………………………………………………………………………………………

Date: ………………………………………………………………………………………………………………

**Signature by WASPS Out of School Club Proprietor:**

……………………………………………………………………………………………………………………………………………………………..

Date: ………………………………………………………………………………………………………………

Once completed and returned to WASPS, a copy of this contract will be returned to you for your information.