

Fees must be paid directly to the After School receptionist on duty from 3.00pm daily at least one week in advance. Fees paid will be logged on a computer and pupil attendance at clubs is tracked. Families on income support/ children receiving free school meals will pay reduced rates of £1.00 until 5.00pm and £1.50 until 6.00pm. Fines apply for late collection except in known emergencies.

Weekly total:

Fines for non collection on time

£1.00 for every 15 minutes from 5.00pm (or 3.45 if children have not been registered for extended day activities)

£2.00 for every 15 minutes from 6.00pm. Referral to Social Services after 6.30pm if no contact can be made with parent/carer

Please use this space to update any emergency contact information, including new mobile phone numbers or changes to the arrangements for adults collecting your child:

Can your child go home alone? YES / NO

Please note this can only be agreed for children over 8 years

Do your child have any allergy? YES / NO

Give details:

By signing this I agree and understand that:

- ✓ I agree to pay fees at least one week in advance. I will pay lateness fines if I do not collect my child on time.
- ✓ I agree that my child may be taken out on local visits. For other trips you will be given a separate consent form.
- ✓ I understand that this is a 'contract' and choice of clubs / activities can not easily be changed for one term
- ✓ I agree to any emergency medical necessary. Every effort will be made to contact you if this situation arises
- ✓ I understand that my child's place may be withdrawn if I do not keep up with payments or follow procedures.

Signed:

Date:

In cases where clubs are oversubscribed, we will allocate places as follows:

- priority will be given to children who previously attended and have an 80% plus attendance rate
- for new clubs, requests for places will be numbered in order of the return of forms – first come, first served
- we continue to monitor demand and will run additional clubs to meet identified need.