



Headteacher: Miss J Richards

Rufforth Primary School
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Child's Name: _____

Breakfast Club & After School Club Parent Contract Autumn 2022

1. Club hours

Breakfast Club: 7.45am to 8.40am Monday to Friday during term time.

After School: Early bird 3:15-4:15pm and full session 3:15-6:00pm Monday to Friday during term time.

2. Booking arrangements

Bookings are to be made before 8am on Friday for the following week. You are able to book up to a full half term using the Parent Pay system.

3. Collecting your Child/ren

- You must sign your child/ren into Club at Breakfast club and out of the club at After School club and ensure that a member of staff is aware you have done so.
- Children can only be collected by their parent/carer, unless prior written notification has been received by the school.
- Children in years 5 and 6 can only leave without a parent/carer with prior written notification.

4. Missed and cancelled sessions

You must inform the school office if your child will not be attending the session/s booked. Unless your cancellation is 48hrs in advance or long term illness you will still be charged for any missed session/s.

5. Contact details

The club will refer to your child's school registration details for emergency contacts, medical details and parental consents. Please ensure that any changes to contact details are updated with the school office.

6. Late collection

Please ensure that your child/ren are picked up by 4:15pm or 6:00pm depending on your booking. Any collections after this time will be subject to a £5 late pick up fine per 15minutes. Should you not arrive by 6.30pm, we will follow the School's policy and contact Children's services.

7. Payment

All fees must **be paid online using Parent Pay**. If you are using childcare vouchers, please contact the school office. Charges for 20/21 are per session and per child:

Breakfast Club: £3.50

After School Club Early Bird (3:15-4:15pm): £3.50

After School (3:15-6pm) £10.00 per session per child.

Please sign to confirm that you have read, understood and agree to the Out of School Club contract and return this with your booking form.

Signed.....Parent/Carer Dated.....

Signed.....Club Manager Dated.....