



**Kids Club contract.
Before and After School Contract**

This contract is between Hoole St Michael's Kids Club andconcerning the care ofwho will be attending the Hoole St Michael's Kids Club, Before and After School Club Sessions, held at Hoole St Michael's C of E Primary School, Liverpool Old Road, Much Hoole PR4 5JQ.

Sessions

Before School Club is open from 7:45am until 8:55am (breakfast WILL NOT be served after 8:30am) and After School Club sessions run from 3:15pm until 6:00pm daily during term time Monday to Friday (with the exception of no After School Club session on the last day of the Autumn term before Christmas and a 4pm closure on the last day of the academic year prior to the Summer break).

The regular day/sessions for attendance will be:-

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BEFORE SCHOOL 07:45-08:55					
AFTER SCHOOL EARLY BIRD 15:15 – 16:15					
AFTER SCHOOL FULL SESSION 15:15 – 17:45					

The current fees are per child per session: **Before School £3.25; Early Bird £3.70; After School £7.55**

If casual or last minute bookings are needed in addition then we are happy to accommodate if there are spaces available. All bookings, changes, cancellations and communications for Kids Club should be emailed to bursar@hoole.lancs.sch.uk including cancellation of casual bookings, 48 hours notice must be given via email otherwise charges will apply. If you wish to make changes or cancellations to your regular booked places, Kids Club must be given one half term's notice, likewise if Kids Club make any changes you will be given one half term's notice.

Fees

Fees are due in full to guarantee your child's place 14 days from the date on your invoice each half term. Invoices will be issued during the first two weeks of each half term. An exception to this is the Summer break when fees for the first half term MUST be paid by the end of the first week to guarantee your booking. Fees are paid via ParentPay or Childcare vouchers. Please note that fees must be paid for if the child is absent for regular bookings for every session during that term. You will not be charged for school holidays; Bank Holidays or if for any reason the school is closed due to unforeseen circumstances. Kids Club reserve the right to request fees in advance and if these fees are not paid your child's place will no longer be available.

Please refer to the schools debt management policy for more details.

Additional Items

All our policies and procedures are available for parents on the Kids Club section of the school's website.

Please ensure you notify Kids Club of any changes with respect to the details you have provided for your child (including home address, emergency contact numbers, nominated persons to collect, changes in their medical conditions, dietary requirements etc.)

We ask that you adhere to the hours of attendance, we are unable to let you in to Breakfast Club prior to 7.45am. If for any reason you are going to be late for collection please contact staff on



Kids Club contract.
Before and After School Contract

079101070528 (this number is only for emergencies). A late collection charge may be applied of £5/15 minutes late.

We ask that you do not turn around or park in the school carpark.

I have read and understood the above terms and conditions

Signed Parent/Carer Date.....

Appendix 1:

Kids Club First Reminder

Date
Name
Class

Kids Club money due £

Please pay within 14 days. (Date.....)

Please see our Debt Management Policy.

Many Thanks

Ms Eaves Mrs Monaghan

Ms Eaves and Mrs Monaghan

(Kids Club supervisors)

Appendix 2:

Kids Club Final Reminder

Date
Name
Class

Kids Club money due £

Please pay within 14 days (Date.....) or your child's place will not be available.

Many Thanks

Ms Eaves Mrs Monaghan

Ms Eaves and Mrs Monaghan

(Kids Club supervisors)