**After School Club Contract**

SinglePoint will…

* Ensure your child has a guaranteed place on the days requested unless oversubscribed.
* Provide a nutritionally balanced tea for all pupils attending a full session.
* Provide activities run by qualified staff in a safe environment.
* Provide opportunities for homework to be completed supported by SinglePoint staff.
* Be vigilant and provide for individual needs, including allergies and medical requirements.
* Ensure your child is collected from school on time.
* Keep you informed of any relevant changes that occur in after school club provision.

As parents/carers…

* I understand that I need to book set days, in advance, for my child.
* I have made staff aware of any relevant medical information and/or allergies and parents are responsible for informing parents of medication.
* I understand that I must pay in advance and in accordance with the payment policy.
* I have completed a contact information form and agree to keep staff updated on any changes of information (especially mobile number).
* I understand that my child will not be permitted into club if I have not paid or booked my child in.
* I understand that I am not guaranteed extra days.
* I understand that no refunds will be provided if my child doesn’t attend unless there are exceptional circumstances which will be considered on an individual basis.
* It is my responsibility to sign my child out on collection.
* I understand that a member of SinglePoint staff will be responsible for signing my child out on collection by parent/carer with password. **Parent/carer must be present for signing out.**
* I understand that a charge of £5 per 10 minutes will be applied if collected late.

Childs name \_ School \_

Parent/Carer signature

Date \_

**After School Club - Booking Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Child’s Name** |  | | | | |
| **School** |  | | | | |
| **School Year** |  | | | | |
| **Days attended** | **MON** | **TUE** | **WED** | **THUR** | **FRI** |
| **Until 4pm** |  |  |  |  |  |
| **Until 5pm** |  |  |  |  |  |
| **Until 6pm** |  |  |  |  |  |

**Charging Structure**

1. **Until 4pm = £4.00**
2. **Until 5pm = £8.00**
3. **Until 6pm = £12.00**

**A late collection charge of £5 per 10 minutes will be incurred to cover staffing costs. We hope you will appreciate that this is something we have to do as staffing is based on pupil ratios.**

**Payments cannot be carried over as you are paying for your child’s place. If your child does not attend you will still be charged as this place cannot be offered to other children.**

**Unfortunately, we are currently unable to take on the day bookings.**

Childs name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_