KIRK LANGLEY OUT OF SCHOOL PROVISION TERMS AND CONDITIONS FOR
PARENTS/CARERS

1. Fees for the out of school provision at Kirk Langley Primary school are £3 per morning session and £5 per evening session. The morning session is 8:05 a.m. drop off until the start of school and the after school session is from 3:15 p.m. until 5:05 p.m. pick up at the latest. This provision operates a half termly charging system. Fees apply if your child is sick or unable to attend for any reason.

2. All parents/carers are requested to make sure that their child/ren are collected by 5:05 p.m. at the latest due to staff ratios under safeguarding. If you are unavoidably delayed please contact the school on 01332 824264 so that a message can be passed onto the staff. If a parent/carer is continually late to collect their child/ren, as part of the terms and conditions we will ask the parent/carer to find alternative provision. Please Contact the office if your child is not attending the after school provision, so the staff can be advised.

3. The use of this provision may be on a needs basis. Any one-off additional days required are to be paid separately on the day. However notification of your child needing this provision must be given to the school office by 3:15 p.m. the day before.

4. Your contracted place will remain booked from term to term and school year to school year until such time as you give written notice either in a letter or an email. A one week notice period is required if you no longer require your place for the after school provision. Please try and give as much notice as possible for any additional days required.

5. All fees are to be paid in full in advance. If fees are not paid your place may be cancelled. Fees are to be paid if your child cannot attend for any reason.

   Polite Reminder.
   Due to on-costs the After-School provision finishes at 5pm but we allow a 5 minute excess to 5.05pm for later pick-ups. If arrival is after 5.05pm we have to pay staff extra. In the contract late pick-up (after 5.05pm) means we need to ask for double payment.

6. Children are expected to show respect to the staff and other children and adhere to the Kirk Langley Behavior Policy, which can be found on the school website. Our responsibility is for the safety and welfare of all children at all times.

Signed__________________________
I would like to book my child a place at the out of school provision at Kirk Langley Primary School for the following Sessions:

<table>
<thead>
<tr>
<th>Monday a.m.</th>
<th>Tuesday a.m.</th>
<th>Wednesday a.m.</th>
<th>Thursday a.m.</th>
<th>Friday a.m.</th>
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<tbody>
<tr>
<td>Monday p.m.</td>
<td>Tuesday p.m.</td>
<td>Wednesday p.m.</td>
<td>Thursday p.m.</td>
<td>Friday p.m.</td>
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(please tick the boxes for the sessions you require)

Please provide any dietary requirements as a light snack is provided:

_______________________________________________________

Please provide any medical details that may affect your child:

_______________________________________________________

Please provide contact details for the time your child attends the provision:

_______________________________________________________

I agree to the Term and Conditions set out in the Out of School Provision for Parents and Carers.

Signed: ________________________________

Print name: _____________________________

Date: _______________________________
A school where every child can shine