



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 £4 per morning session and £6 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 5:00 p.m. pick up at the latest. **There is no club on a Friday Evening.** 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 5:00p.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 via Parent Pay.** However notification of your child needing this provision must be made on the Parent Pay system by 3:15 p.m. the day before.
4. Parents are requested to use Parent Pay to book all sessions in advance. This is for every half term and all fees are to be paid in full in advance at the time of booking. 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.If pick up is after 5:00 p.m. we will need to pay staff extra. In the contract late pick-up (after 5.00 pm) means we need to ask for double payment.

- **New introduction for Parent Pay – PARENTS ARE REQUIRED TO SIGN THEIR CHILD/REN OUT AND RECORD THE TIME OF COLLECTION**

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

Signed_____



Name of Child/children _____

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

Monday a.m.	Tuesday a.m.	Wednesday a.m.	Thursday a.m.	Friday a.m.
Monday p.m.	Tuesday p.m.	Wednesday p.m.	Thursday p.m.	

(please tick the boxes for the sessions you require)

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

