

**PERRYFIELDS INFANT SCHOOL
PEARDROPS
TERMS AND CONDITIONS**

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Set out below are the terms, which apply to our club. We reserve the right to amend, change or alter any or all of these conditions with one month's prior notice, at any time.

FEES – IMPORTANT PLEASE READ CAREFULLY

Payable immediately:

£10.00 registration fee (one-off administration cost – non-refundable)

A deposit – Equivalent to 2 weeks' fees

This amount will be held as a deposit against your account and will be repaid to you at the end of your child's time at Peardrops. If fees are still due at that time, the deposit will be used to offset the outstanding debt. If your account is clear we will arrange to repay the deposit. Both the registration and deposit are non-refundable if you cancel your child's place at Peardrops.

1. The following rates of charge are applicable

DESCRIPTION	CHARGES
Before Club per morning (including breakfast) 7.45-8.55 a.m.	£5.00
After School per evening (including light tea) 3:05 – 6:00 p.m.	£12.00
Late collection: 6:00 p.m. onwards for every 15 minutes or part thereof	£10.00

2. Fees are due and payable in advance within the first two weeks of each half term. Payment for booked sessions will be required regardless of alternative arrangements being made. **Failure to make full payment within two weeks may result in withdrawal of a child's place.**
- **All booked sessions are payable and sessions cannot be swapped under any circumstances.**
 - **Fees are reviewed annually in June for implementation in September.**

We reserve the right to discontinue provision for your child if fees are not received on a timely basis. If fees remain unpaid, we will implement our debt collection process. If settlement is not received it may result in us taking out proceedings in the County Courts. It is our policy to pursue outstanding debts and could result in a CCJ (County Court Judgement) being made against parents. This may impact on the chance of obtaining future credit i.e. a loan or mortgage.

3. Acceptance of a child secures a place at the club for the agreed amount of sessions per week. Renewal is annual in September of each year. Invoices are issued half termly. Your child's sessions will be agreed in advance and any changes must be notified to us in writing giving **one month's notice**. Fees will be charged for this period.

OPENING TIMES

1. Generally the children will attend the club from 7.45-8.55 a.m. before school and 3.05-6:00. p.m. after school. The club will be closed over all school holidays, non-pupil days, Bank Holidays and the after school session of the last day before a holiday. You will be advised each year of the proposed term dates.
2. In an emergency situation only, where a parent knows they are going to be held up and will be later than 6:00 p.m. the club should be informed by 5.45 p.m. on the club's mobile number above. Similarly, if a parent is going to be later than their normal pick-up time they should notify the club as soon as possible.
3. Should the school be shut down during the day or if the decision for closing is made before normal school time, the club cannot open. This may be due to extreme weather, loss of heating, lighting, water, flood or industrial action. Fees will also remain payable during any period of forced closure.

BAD WEATHER

It is our intention that Peardrops will be open on normal working days, however there may be occasions when, after taking advice, we may decide to close the school for safety or other reasons. In bad weather, each day will be treated as a separate occasion and a daily decision will be made.

When a decision is made to close the school, we will notify parents as soon as possible by telephone, website, text and local radio. Parents will be expected to collect their child by the given time for closure.

IN LINE WITH SCHOOL POLICY

1. Children suffering diarrhoea and sickness should be kept away for at least 48 hours after the last bout of sickness or diarrhoea. If any child has any sickness or diarrhoea at the club, parents will be notified at once and asked to collect their child. Please remember that if your child is ill they should be kept at home until they are fit and well and not brought into the club putting both children and staff at risk.
2. Children will not be given medication of any kind with the exception of the administration of life saving medication such as insulin or the use of nebulisers.
3. We request permission to seek any necessary emergency medical advice or treatment in the future, i.e. calling for an ambulance or contacting the NHS help line.
4. Parents and the club staff should work together towards the development, both emotionally and physically, of the child. Good behaviour will be encouraged at all times and any bad behaviour or emotional problems will be dealt jointly with parents, club staff and teachers of the school
5. Parents must provide us with contactable telephone numbers for emergencies and must keep us informed of any changes to these numbers. When you know you will not be at the regular contact point, the club should be advised of alternative arrangements.
6. When bringing or picking up children, please park considerately for the safety of others. Please take care to watch for other children and to close doors and gates at all times for the safety of all the children.

- Children will only be released to a parent or, with notification, an authorised person.

GENERAL CONSIDERATIONS

- All clothing must be suitably marked. The school cannot be responsible for the loss or damage of any articles left on the premises.
- Notification of non-attendance should be made as soon as is practically possible to the school.
- Parents must advise the club of any special dietary needs, medications or the like, applicable to their child. The club will need information regarding allergies, special diets. It is essential that we have all information and this will be treated confidentially.
- Any required changes in attendance should be requested through the school in writing.
- Peardrops will comply with all Special Educational Needs, Disability Act, Equality Act and will do all that it reasonably can to try and accommodate the needs of every child.
- Parents hereby confirm that they accept the authority of Peardrops staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.

FINALLY

The headteacher reserves the absolute right to terminate the contract at her sole discretion, at any time, without parental recourse, on any matter pertaining to the club and a child's attendance.

I have read the terms and conditions and fully understand them.		
Mother's name	Date	Signature
Father's name	Date	Signature

Check List

- **Have you completed the following:**
 - **Contact Details**
 - **Medical Conditions**
 - **Emergency Contact details**
- **Have you signed the various permissions to allow us to take your child outside of Peardrops, if necessary to visit the hospital or doctor and photographic permissions?**
- **Have you read and understood the financial commitments you are making as set out in our terms and conditions?**
- **Have you read and understood our policy on bad weather or other closure of Peardrop?**

I/We confirm that I/we have completed this document and sign to agree to the terms set conditions and procedures.

Name(s) _____

Signed _____

Date _____