**BOOST PARENTAL CONTRACT**



**It is important that you refer to and accept the regulations, policies and procedures of the club before you sign this agreement.**

**Full copies of these are available to refer to at the Club and in the**

**School office.**

**Registrations and Bookings**

There is a one off registration fee of £10 per family to cover administration. This is non-refundable. Sessions can only be booked once you have registered your child/children with the Club.

Booking a session is subject to availability. Regular sessions (payable in advance) are arranged by completing our Session Booking Form. This is the best way to secure a place for your child. Extra sessions can be booked by contacting the Club Co-ordinator directly. These are also subject to availability.

We operate a waiting list process to ensure that session booking arrangements are fair and transparent. Priority is given to children attending regular (payable in advance) sessions, followed by siblings who are attending the same sessions, and then according to the chronological order of receipt of the request for your child to attend the session.

Please note once a regular booking has been made with us and your child’s name entered into our register these sessions must be paid for. A month’s written notice is required if you would like to terminate your pre-booked contracted hours.

**Fees**

Current fees are as follows:

Pre-booked sessions payable in advance

7:45am – 8:45am £5.00 3:30 – 6:00pm £10.00 (includes high tea)

 3:30 – 4:30pm £5.00

Casual sessions

7:45am – 8:45am £8.00 3:30 – 6:00pm £15.00 (includes high tea)

 3:30 – 4:30pm £8.00

For children booked into Boost until 4:30pm that are not collected by this time will be invoiced until 6pm. Parents of children who are not collected by 6pm will be invoiced for the extra time at the rate of £10.00 per fifteen minutes.

For pre-booked sessions, invoices will be calculated according to sessions reserved within the calendar month and are payable within the first week of the month. Extra casual sessions will be invoiced in the following calendar month.

We reserve the right to withdraw a child’s place if the fees are not paid promptly.

Each half term we will allow parents to carry forward up to 5 sessions into the next half term.

If your child attends a paid afterschool club until 4:30pm we will discount the session by £2.50 (for pre-booked sessions only) There will be no discount for any children attending free of charge clubs organised by the school.

We offer a 10% discount for siblings on pre-booked sessions only.

**Late Payments**

Any invoice not settled by the end of the month will incur a charge of 10%. We hope you appreciate the reasons for this action.

**Absences**

If your child will not be attending a booked session for any reason, please telephone the Club Co-ordinator as soon as possible to inform us of the intended absence. All absences must be paid for, although five sessions can be carried forward.

If in the event of long-term absence, which is defined as your child being unable to attend due to ill health or family compassionate circumstances for more than 2 consecutive weeks you may be granted a credit to your account. This is awarded at the discretion of the Chair and Treasurer of the Committee. All requests will be dealt with sensitively and in confidence.

**Sickness and Accidents**

It is important to make sure that we are fully informed of any changes in your child’s health, such as the onset of allergies or any illness that your child may be suffering from. Should your child become ill or incur an injury whilst in our care, every effort will be made to contact the parent/guardian. Emergency medication will be administered with your written consent. Forms are available in the Club.

We ask that if your child develops a doubtful rash, sore throat, discharge from the eyes, diarrhoea or anything else that could be passed on to other children you keep him/her at home and seek advice from your GP when required.

**Security**

To ensure the safety of your children, if anyone other than the parent or guardian is collecting him/her we must be advised of the intended person whose details should be included on your child’s Club Registration Form.

It is your responsibility to inform us of any changes to your contact details such as mobile telephone numbers and work details. All records will be stored securely and in confidence according to our Data Protection Policy.

**Personal Property**

Whilst every reasonable care is taken the club cannot be held responsible for any loss or damage to a child’s property.

The aim of the care we offer is the safe and happy well-being of your child. If for any reason your child is not happy or has a particular problem please speak directly to the Club Co-ordinator or Head of School. They will do their utmost to resolve the matter according to our complaints policy.

We reserve the right to remove a child where there is an unresolved breach of this contract.

**I have read, understood and agree to abide by the policies and procedures pertaining to BOOST and confirm that I wish my child to attend BOOST.**

Please sign and date and return with your child’s registration form.

Signed:

Name:

Child/Children’s names:

Date: