



Fun Club/Early Bird Contract

Welcome to the Preshute Primary School Early Bird and Fun Club Contract. By signing this document you agree to abide by the clubs procedures.

Please take time to read these documents. If you would like to read the club's full policy copies are available. Please ask in the school office.

Payment

- Charge £7.00 per session
- Payment can be made by cash, ParentPay and cheque. Cheques made payable to Preshute Primary School.
- Payment must be made in advance either weekly or termly. If you are unable to pay in this manner please speak to Mrs Hicks or Mrs Greenaway to discuss how best to make the payment. A bill will be sent out at the end of each term for the next term-please ensure that payment is made before the end of the current term or within the first week of the new term. Places will not be kept if fees are unpaid.

Cancellations

- If your child will not be attending the club as per your normal booking, it is vital that a phone call should be made to the club by 2pm at the very latest. You will still be charged for this place.
- PLEASE advise if your child is not attending and help to avoid unnecessary searching, telephone calls and worry for staff. If we are not notified of absence, you or the emergency contact registered with the school will be contacted.
- No refund will be made for places cancelled with less than 48 hours notice.

Collection

- Children will only be permitted to leave at the end with the persons named for collection on the registration form unless notified otherwise.
- All children must be collected by 5:15. If you are running late please call school. If you have not collected your child or notified us of the reason for being late, then we will make a charge of an additional session.

Bookings

Regular booking needs to be made in advance by completing a booking form. These are available at school or on the school website. If you wish to book further ahead than a term then we will be pleased to book this for you.

Please sign and return the form below with your booking form.

I agree to abide by the Early Bird and Fun Club Contract

Name of Child: _____ Class: _____

Parent/Carer name: _____

Signature: _____

Date: _____

