



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

**Angels and Little Angels Out of School Club
Contract Booking Form**

Name of Child(ren)

Class(es)..... Date of Birth(s)

Attendance Pattern

Please indicate which day(s) you wish your child(ren) to attend:-

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|--------|---------|-----------|----------|--------|
| Breakfast Club | | | | | |
| After School Club | | | | | |

I wish to commence the above Attendance Pattern from (date) until further notice.

By signing this Contract Booking Form I agree to all points and conditions on this form.

I agree to pay the fees weekly in advance via SchoolMoney or MCAS/Childcare Vouchers. Please see our Charges, Remission and Payments policy.

I agree to give two weeks' notice to any changes to the attendance pattern detailed above by completing another Contract Booking Form and returning it to **Miss Brooke** in the school office.

I agree that all dates booked must be paid for, even if my child does not attend due to sickness, holidays taken in term time or attending a school club or school trip.

Signed
Parent/Carer

Name Date
Parent/Carer

For office use:- Date, initial, notes.

| |
|----------------------------|
| Date form received |
| Place allocated as pattern |
| Added to waiting list |

Respect. Resilience. Responsibility. Confidence. Co-operation. Compassion.

*Be strong and courageous. Do not be afraid; do not be discouraged,
for the Lord your God will be with you wherever you go. – Joshua 1:9*



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Bookings and Waiting List

Places are applied for and are allocated in advance by completing the 'Contract Booking Form'. If there is a waiting list, you will be notified as soon as a place is available for your child/children. If you wish to amend your child's attendance pattern you need to complete a new 'Contract Booking Form' with the amendments and address this to the school office at least two weeks before you wish the changes to take place.

Ad-hoc Places

We appreciate that there may be occasions when parents/carers require a last minute place due to unforeseen circumstances. Should this occur please telephone the school office to check availability of places at the session required; there may be availability at short notice but this is not guaranteed. Payment for any ad-hoc sessions must be made by the end of that week.

Absences

Please inform the school office if your child is going to be absent from any pre-booked sessions due to sickness, clubs or trips. **Refunds will not be made for non-attendance, whether this is due to sickness, holidays taken in term time or attendance at another school club or trip.**

Fees

All fees relating to children attending the Angels & Little Angels Out of School Club should be paid for weekly in advance via School Money (MCAS from September 2024) unless otherwise agreed by prior arrangement with the Head Teacher. Childcare Vouchers are accepted as a method of payment and should be set up with the school office. Delays in payment will result in your child being withdrawn from the club. If your child is in receipt of Pupil Premium, there may be financial assistance towards fees, please enquire at the school office.

Signing in and Out

Parents/carers will be required to sign children into the Breakfast Club as they drop off in a morning and/or to sign out of After School Club on an afternoon.

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Behaviour

Children are reminded that we expect good behavior as we would in school. Parents will be informed of any unacceptable behaviour or concerns. Major incidents or concerns will be recorded and brought to the attention of the Senior Leadership Team and follow our Positive Relationship Policy. Persistent unacceptable behaviour may result in the parents being requested to withdraw their child from the club.

Parental Permission

Any permissions given to school on the Home School Consents form will apply to the club.

Contact

Out of school hours please telephone the school on 01274 676246 and choose option 3 for Out of School Club.

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