

# BREAKFAST & AFTER SCHOOL CLUB CANCELLATION FORM



First Name(s)	Surname
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**ALL CHANGES REQUIRE 1 MONTH'S NOTICE**

**I would like to cancel the Breakfast Club / After School Club provision for my child/children effective from (date)** \_\_\_\_\_

**Parent / Carer**

In accordance with the contract terms and conditions, I understand that I am required to provide four weeks written notice. I also understand that if less than four weeks notice is given, payment for a period of four week sessions will be payable in lieu of notice.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Changes Agreed by Breakfast / After school Club

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

For office use only

Four weeks' notice given      Y / N / Not applicable

Update: Book \_\_\_\_\_ Individual Record \_\_\_\_\_ Spreadsheet \_\_\_\_\_ Planner \_\_\_\_\_

Photocopy given to parent      Y / N      Signed \_\_\_\_\_ Date \_\_\_\_\_

# SHAFTESBURY PARK SCHOOL BREAKFAST & AFTER SCHOOL CLUB

## Contract Terms and Conditions

Our Terms and Conditions have been established with the aim of protecting the interests of everyone concerned with the success and continued operation on the service. They are intended to provide a practical working basis for the contract agreed between us.

1. The signed Registration Agreement signifies an acceptance of all these terms and conditions.
2. Our Fees, Terms and Conditions are reviewed and may be subject to change every year in April.
3. Children who attend "The After School Club" must be between the ages of 3 years and 11 years old.
4. Fees are calculated using the standard daily rate as published in our current school prospectus.
5. Fees must be paid from the agreed Actual Date of Commencement noted on the Registration Agreement
6. Fees must be paid in full regardless of sickness or holiday. We do not waive fees when a child is on holiday or absent due to illness.
7. Fees are invoiced weekly/monthly and payment is due on the 1<sup>st</sup> day of every week/month. Fees must be paid in advance without fail.
8. There is a 20% reduction in fees for the 2<sup>nd</sup>, 3<sup>rd</sup> child etc in the After School Club.
9. We reserve the right to withdraw any entitlement to discount as a result of late payment. Penalty fees will be incurred if payments are not received by the 1<sup>st</sup> day of each week/month.
10. We reserve the right to withdraw places due to unpaid or late payment fees. A charge is made at the current Bankers rate for cheques returned unpaid.
11. Please notify us if your child will be absent for any reason at any time they would normally be expected to attend
12. **Any application to alter, increase or reduce contracted sessions must be made in writing**  
This written notice will form an amendment to the original Registration Form. Four weeks clear notice must be provided if you wish to reduce your sessions
13. **Notice that you no longer require a place for your child at the club must be given in writing**  
and addressed to the After School Club Manager. Four weeks clear notice must be provided if you no longer require a place. If less than four weeks notice is given, payment for a period of four week sessions will be payable in lieu of notice
14. **Notice that you need occasional extra Sessions must be given in writing**  
and have been acknowledged and agreed by a member of the management team on duty. Extra sessions will be charged at an extra daily rate as published in our current School Prospectus. Payment for extra sessions is due on the day the extra session(s) are taken. Extra sessions booked are also contracted and must be paid whether or not your child attends.
15. **Parents and Carers must ensure that children are brought to, and collected from, the club promptly at the times agreed.**  
Children must not be left in the club room before or after the time appointed for their arrival or departure.
16. The club will not accept any child before 7.30am and reserves the right to refuse admission to any child who arrives before the expected time for their arrival without prior agreement.
17. An extra charge is made at our extras daily rate for early arrivals (if accepted) and late departures which have been booked and agreed. Late departures beyond the booked and agreed collection time will incur a charge of £5 per 5 minutes.
18. The After School Management reserve the right to refuse entry to the club.