**The Play Base**

**Out of School Club**

Dear Parent/Carer

**Parent / Carer Contract Terms and Conditions**

Please find below our terms and conditions which apply upon acceptance of a place at Play Base.

Please read these carefully, you are required to sign that you have read this document and agree to abide by our terms and conditions.

1. Upon registration, you will be asked to confirm the type and number of sessions you wish your child to attend – this secures your child’s place, and you will be charged for the days booked irrespective of whether your child attends or not.
2. Places can only be booked one month in advance; however, if you request to hold a place for a longer period you will be charged half fees up to the confirmed start date excluding any holidays; these fees will be deducted from your first invoice. However, the fees will be non-refundable if you do not take up your reserved places.
3. If you have booked your child into Play Base these places will be confirmed and secured with immediate effect. If you decide not to take the booked sessions or reduce your requirements prior to your child starting you will be charged 6 weeks fees to cover the normal notice period, any changes made must be in writing and will also incur a £25.00 administration charge.
4. Once your places have been confirmed, you will be invoiced for those sessions from your initial start date until the end of the summer term; thereafter your invoice will be calculated for the year from the start of term in the preceeding September.
5. Your invoice is calculated over the full academic year (38 weeks). The invoice payments are ‘stretched over 10 months (44 weeks), giving you an equal amount to pay each month; therefore, If your child leaves Play Base before the end of the academic year, there will be an outstanding balance to pay for which you will be invoiced separately.
6. All fees are invoiced monthly and must be paid within 7 working days. You may opt to pay monthly by BACS or standing order .
7. Payment must be received by the 28th of each month. All late payments will be charged an additional £40. Prices can be amended without prior notification.
8. In the event of a forced closure due to unforeseen events you will be required to pay 50% of fees for one month to cover arears due to ‘stretched’ payments, furthermore, all outstanding invoices must be paid in full immediately.
9. If we are faced with an unprecedented occurrence such as Covid 19 but the Play Base remains fully open; full fees are still applicable if you decide not to send your child.
10. If Barkston Ash RC Primary School closes due to adverse weather such as snow, full fees are still applicable.
11. If any Parent/Carer has difficulty in paying an invoice you must talk to the manager immediately, if the payment remains outstanding after 6 weeks, you may be asked to remove your child until the outstanding amount has been paid.
12. Fees are still applicable if your child is absent from Play Base, including sickness, holidays, training days and closure due to adverse weather. We do not charge for Bank Holidays.
13. Once your booked sessions have been confirmed these cannot be swapped. If you need to change your sessions, a 6 weeks’ notice period is required in writing, However, we will only be able to change sessions if we have space available.
14. Play Base is open from 7:30 am until 9:00am and 3:00pm until 6:00pm Monday to Friday (term time only). Please adhere to the times you have booked for your child. If you are late collecting your child with no prior agreement with Play Base you will be charged £25.00 up to the first 15 minutes and £5 thereafter for each 5 minutes late to cover any additional staffing costs. This will be invoiced separately and must be paid within 7 days of receipt.
15. On accepting a place at Play Base, six weeks’ notice is required if you wish to reduce your child’s sessions or withdraw your child from Play Base – this must be in writing. Fees are payable during this notice period. If you withdraw your child immediately you will be invoiced for the six-week notice period
16. We require two emergency contact numbers. If your child becomes ill, you will be contacted immediately and asked to collect your child. Please do not return your child to Play Base until they have had at least 48hrs clear of any symptoms. Play Base will only administer medication that has been prescribed by a doctor, nurse or dentist. In this instance you will be required to complete our medical record, if this is not completed, we will not be able to administer medication.
17. The Play Base adheres to several working policies; you may ask to see these at any time.
18. Only designated adults that have been introduced to the Play Base staff may collect your child, in event of an emergency the password provided on the registration document may be used by an unfamiliar adult.
19. The permission given on registration forms will be used for local outings. All other outings will be notified by letter in advance and permission sought at this time.
20. We do not accept any liability for loss or damage to property or accidental injury. In event of minor accidents or incidents these will be recorded, and you will be asked to sign the record book when you arrive at Play Base. For more serious accidents you will be contacted immediately. Our liability Insurance is displayed in the main hall.
21. You MUST inform Play Base if your child is ill or not attending for any reason – This is for safeguarding.

**We reserve the right to make amendments and adjustments to the prices without prior notice.**

**THE ACCEPTANCE OF A PLACE AT THE PLAYBASE IS AN AGREEMENT TO ABIDE BY OUR TERMS AND CONDITIONS AS STATED ABOVE.**

**By signing below, you are confirming your acceptance of a place at The Play Base.**

**I/We have read and accept the Play Base terms and conditions.**

**Childs Name………………………………………D.O.B……………………………**

**Entry Date into Play Base……………………………….**

**Parent/Guardian Names 1………………………………2………………………….**

**Signature(s) 1…………………………………….2…………………………………..**

**Date……………………………….**

Your request for sessions will be confirmed once availability has been checked.

**Confirmations of sessions – Please note that once a place has been secured you will be charged for these sessions as per out Terms & Conditions**

**PARENTS TO COMPLETE**

**Child’s Name:………………………………….D.O.B ………………………………….**

**Requested Start Date to afterschool/Breakfast club ……………………………….**

**Parent/Guardian Names 1……………………..2……………………………..**

**Signature(s) 1……………………………………2………………………………**

**Date …………………………………………**

\*Please complete the sessions you wish to secure\*

**Requested Sessions**

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

Sessions Confirmed by Manager………………………………..Date…………………………….

Copy returned to parent/Carer Date……………………………….