

# LATE OWL AND EARLY BIRD



## Agreement and contract

1. Completed weekly or monthly booking form will be sent to the office before midday Thursday prior to care, with payment, however bookings will close when session is full.
2. I will pay the correct fees in advance of requested care. I understand that non-payment of any outstanding fees to include late collection fines will jeopardise my child's place at the club.
3. I understand I must give 48 hours' notice that my child will not attend any pre-booked session or I will pay the full session fees.
4. I will ensure prompt collection of my child before 5.55pm, taking into consideration the time for collection of personal belongings etc. I understand that I must vacate the premises **before 6pm**. To be on SCHOOL SITE at 6pm will incur a late collection charge of £10.00, payable for every 15 minutes (or part of 15 minutes) that I am late collecting my child. Late collection will result in registration being revoked.
5. I am aware that if a child's behaviour is sufficiently serious, Head of School will be involved and registration may be revoked.
6. I will complete and return such forms and other paperwork, which may be given to me from time to time.
7. I will comply with the procedures of the Early Bird and Late Owl Club and support the implementation of the Club's rules and standards.
8. I understand that all registrations details are correct and I will notify the club of any changes. All records are kept confidential and that I am welcome to see these records at any time.
9. I will inform Early Bird and Late Owl club of any changes as soon as possible, including informing club if child is attending any other activity.
10. I confirm the information I have given is correct and promise to notify the Club of any changes

Child's names: ...../.....

Signature of Parent/Carer: .....

Name of Parent/Carer (print).....Date.....