

Hopton Primary School

Afterschool Club Contract 2025 - 2026

Please complete the sections below. It is important that you read the terms and conditions of this contract.

Child's Name	
Date of Birth	
Address	
Emergency Contact 1	
Emergency Contact 2	
Any Dietary Concerns/ Allergies	
Any Other Health Issues	

Terms and Conditions

1. I understand that you charge in hourly blocks at a rate of : Contract - £4.20 per hour or Ad-hoc - £5.00 per hour.
2. I understand that if my child is late to be collected from their allocated slot I will be charged for any part of an hour at the ad-hoc rate . **Please note after school club FINISHES at 6.15 pm.**
3. **Contract** - I understand that I am committing to the number of days as indicated and will pay for these days regardless of non attendance.
4. **Late Pick up/Ad-hoc** - I understand if my child is collected from afterschool club after their finish time or on an ad-hoc basis I will be charged £5.00 per hour slot and for ad-hoc use I need to contact school 48 hours before to make sure there is availability for that day.
5. I understand if I do not confirm ad-hoc availability for that day my child will not be allowed to stay due to staff ratios.
6. A) I understand I will need to pay for my afterschool club place on a four weekly cycle **by the due date** on the invoice. (Ad-hoc - will be charged the following month).
B) Non payment will lead to a reminder text being issued by school. I accept that if I fail to pay the full amount after the reminder text, then my child will lose their place & I will still be charged for the place & 4 week notice period.
7. I understand that I have to give four weeks notice to cancel/amend my place at afterschool club and will be charged for the notice period.
8. I understand that if my child behaves in an unacceptable manner, they will be given a warning and I will be informed. If this occurs on more than 2 occasions, I understand my child may not be able to attend after school club.
9. I understand that my child must be collected from afterschool club by an adult and I need to sign them out every day.
10. **I understand if I arrive to collect my child after 6.15 pm, I will be charged 1 hour ad-hoc rate (£5.00) and an additional £1.00 per minute.**
11. I understand that if I regularly pay late I run the risk of having future places refused.

You will not be charged for after school club in the event of school closure due to critical weather conditions, emergencies and teacher training days.

By signing you are accepting all our terms & conditions. I agree to the terms and conditions as detailed above.

Signed