

# St Austin's R C Primary School

## Contract between Parents/Carers and St Austin's R C Primary School

Name of Child: .....

Address: .....

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Telephone: Home..... Mobile..... Work.....

Date of Birth: .....

Religion: .....

Home Language: .....

Name of person responsible for payment: .....

Relationship to Child .....

Address if different from above: .....

Telephone: .....

Telephone Contact Details in the event of emergency

Name and telephone number .....

Name and telephone number .....

Name and telephone number .....

Name and telephone number .....

**Payment Details** (please tick sessions preferred)

\* Delete as applicable

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>After School Session</b> 3.15-5.15pm <b>£5.00 per session</b>					

Start Date: .....

Payments must be kept at least **1 week in credit**, and should be made no later than **Wednesday PM.**

Please indicate here, any details of special dietary requirements, allergies or medical conditions your child may have:

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### **PLEASE READ ALL TERMS AND CONDITIONS BEFORE SIGNING THIS CONTRACT OVERLEAF**

To meet health and safety regulations, staff children ratios and the smooth running of the After School Club please note the following terms and conditions:

- Fees per day, payable at least **1 week in advance** are as follows:-  
After School £5.00 per session

- Payments for After School Club should be made no later than **Wednesday PM**
- Selection of Sessions must be fixed each week, changes of days are subject to availability with two weeks notice.
- All children must be collected by a responsible adult over the age of 18.
- Payments can be made weekly, monthly, termly for the year **in advance**.
- Any overpayments will be automatically credited to your account and carried forward to the following week.
- Cheques After School should be made payable to: **St Helens Council**
- You will be notified on a monthly basis regarding the balance of your account. Should you have any queries in the meantime, please do not hesitate to call in at the Office.

Payments must be kept at least **1 week in credit**. Should accounts fall in to arrears by 2 weeks care may be withdrawn and your place offered to another child.

Any Outstanding Fees will be passed to the Local Authority Finance Department who will begin debt recovery proceedings on our behalf.

**For added security please supply a password for persons who will be collecting your child .....**

I have read and agree to all the terms and conditions as stated:

Signed:.....Parent/Carer  
Date: .....

Signed:..... Office  
Date: .....