

## Fee Structure / Terms and Conditions

March 2007

The club will run from 3.15 p.m. until 6.00 p.m. Monday to Friday term time only. Children attending St James Infant School will meet in Class 5 and be taken down to Spencer's Club by the club supervisor. A taxi is provided to collect the children from The Abbey Junior School and the children will be accompanied by a member of staff from the club.

With effect from the 1<sup>st</sup> April 2007 the fees will be £6.50 per evening session for the children of St James and £7.00 per session for the children of the Abbey. This is necessary to cover the cost of the taxi, which to date we have never charged for. The session price is regardless of how long the child attends the club.

Payment must be made at the time of completing the booking form. This is in line with St James Infant School Income policy which has been adopted by the Governing Body and is available to view in the school office. Refunds will not be acceptable, and transfers of sessions may be negotiable depending on circumstances and availability.

The club is registered to provide for 24 children between the ages of three and eight years. A staffing ratio of one adult per eight children will be ensured. The registration requirements for children over eight years have no specified adult / child ratio.

All places must be agreed in advance. If the club is not full on a particular evening additional children may be accepted onto the list providing places are pre paid. Priority will be given to those who book regularly in advance. Cancellations due to illness or convenience will not be refunded or transferred.

Children must be collected by a responsible adult at each session who is made known to the club.

Children have to be signed out by a responsible adult at the end of the session.

Parents arriving late (after 6.00 p.m.) will be charged at the rate of £5.00 per 10 minutes. This will be at the discretion of the supervisor and individual circumstances **may** be taken into consideration.

The club reserves the right to terminate the contract in the event that routine assessment by staff and person in charge indicates the scheme is not suitable for your child. In these circumstances notice of one week will be given to the parent so that they can make alternative arrangements. The club reserves the right to terminate the contract with immediate effect if there is a threat or perceived threat of danger to other children, adults or the child itself.

If there are changes in personal circumstances, at least one weeks notice must be given that your child will be leaving the scheme.

It is important that you have read and understood the policies and procedures of the club. Please sign both copies of the form and return one copy to Spencer's Club to confirm agreement.

**Fee Structure / Terms and Conditions**

I have read and understood the attached document and I agree to the terms and conditions as set out.

Signed Parent / Carer\_\_\_\_\_

Child's Full Name \_\_\_\_\_

Date\_\_\_\_\_