

Alderwood Primary School

Rainham Close, Eltham, London, SE9 2JH

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Website: www.alderwood.greenwich.sch.uk

Executive Headteacher: Jo Gordon

Co-Heads of School: Katie Cutajar and Natasha Tilley



Terms and Conditions for places for children From FS2 – Year 6 in After School Club

1. Attendance

Your day and hours will be allocated to you, according to the availability and to match as closely as possible with your request. We aim to offer you flexibility and choice regarding days to meet your needs. ANY proposed change of hours must be negotiated with After School Club staff.

2. Late Collection

Please note that due to additional staffing cost incurred by late collection of children, a fine will be imposed if you do not collect your child by 5.50pm, at £5 for 15 minute or part of 15 minutes. Continued late collection of your child may result in the school withdrawing the place.

3. Charges

Charges are based on a rate of £8 per day for After School Club for children from FS2 –Year 6.

4. Payment of fees

Charges are payable weekly or monthly in advance. We cannot allow debit to build up more than 2 weeks. Please contact a member of staff if you need to discuss fees.

5. Notice of withdrawal

If your child no longer requires a place at After School Club please let a member of staff know ASAP.

If you wish to discuss any of the above points, please contact 07572000490 after 3.15pm.

This agreement is between the person(s) with parental responsibility and Alderwood After School Club. It must be signed and returned prior to the child's admission.

Child's Name: _____ Date of Birth: _____

Admission Date: _____ Date of which agreement will apply: _____

Charges per week: _____

1. I /We accept the place for the agreed hours and on the conditions offered.
2. I/We understand that misuse of the place and /or non-payment of charges may result in the loss of the place.
3. I/we agree to pay the charges in full in advance at the beginning of each week or month.
4. I/we know that if the fees are not paid the place will be withdrawn and I/we will be required to pay the outstanding balance in full.
5. I/we know that a fine will be imposed for late collection of children, at the rate of £5.00 for every 15 minutes or part of.
6. I/we understand that a notice period of no less than 4 calendar weeks is required for termination of a place.

PARENT 1

Name:

Signature:

Date:

PARENT 2/PARTNER

Name:

Signature:

Date:

SCHOOL

Authorised by:

Signature:

Date: