



## AVIATORS PLAYCENTRE at WALLINGTON PRIMARY ACADEMY PARENTAL CONTRACT and BOOKING FORM

**Agreement and Booking from September 2019 – August 2020**  
**Please read this carefully before completing and signing the form**

Name of Child: .....

### **Booking Arrangements**

Bookings will only be accepted on a minimum of one day per week during term time. These must be the same days within each week. Shift workers may book if they can provide their dates needed six weeks in advance and we have spaces on the days required.

### **Payments**

It is the parent/carer's responsibility to settle all invoices. We will invoice you one calendar month in advance of your booking and all payments must be received by 1<sup>st</sup> of the month when childcare is required. Late and incomplete payments will incur a late payment administration charge of £12.00.

Payment is by Bank transfer/telephone banking/standing order to Lloyds bank.

**(Please ensure you reference with your child's name):**

Bank Account name: **Wallington Primary Academy**

Bank Account no: **57934068** Sort code: **30.98.36**

**Failure to settle outstanding payments in accordance with the invoice due date will result in the suspension of the booking and referral of the debt for recovery action.**

If you have an agreement with a second party to pay your childcare costs e.g. your employer, university or college, we require that you pay us directly by the due date on the invoice and the other source must then refund you. The same terms and conditions apply for payment using childcare vouchers.

Extra ad-hoc days may be made as additional bookings if we have spaces on school collection, these will be charged at the 'Emergency Booking rate'. We currently have a large number of children attending so cannot guarantee that places on an emergency basis will be available. Extra or emergency bookings must be paid for on or before the date that care is requested.

### **Booking Option Discount**

**\*\*If you are entitled to the 'Booking Option' discount, any cancellation to your booking must be given one month in advance. If you permanently cancel your booking without the appropriate notice you will lose the discount for that term and be required to pay back any discount previously given during the term. The 'Booking Option' discount is only available to parents paying in advance in full by 1<sup>st</sup> of each month.**

### **Collection of children**

Children must be collected on time. There is no provision to care for children outside the stated opening and closing hours. Additional fees as displayed on the price list will be charged for late collection. Persistent late collection will result in the cancellation of your childcare place. If a child is not collected and no contact can be made with parent or emergency contacts, we will contact the Social Care Team.

If collection is going to be by anyone other than the nominated person(s) on your registration form, we must be informed by you before the collection is made. This must be a responsible adult, or sibling over the age of 16 and proof of identification will be required.

### **Cancellations and Refunds**

Cancellations to any afterschool days will be charged for unless it is a permanent cancellation in which case one month's notice in writing is required. Cancelled places will immediately be allocated to children on the waiting list and a reinstatement of days at a later date may not be possible. We are unable to refund booked sessions if your child is unable to attend for any reason i.e. Sickness, School Trip, or school residential.

In adverse weather (for instance snow) you will still be charged for your booking. Playcentre may remain open when schools are closed, please call for confirmation.

On **INSET** days, the Playcentre will not be open. Inset days can be found on the individual school's website. You will not be charged when your school has an Inset day. There is no charge for bank holidays.

**Please inform the Centre if your child does not require school collection on any day.**

Individual After School Activities – St Elphege's: We cannot undertake to return to offsite schools mid-session. It is the responsibility of the parent/carer to make other transfer arrangements and to notify the Centre if the reserved place is not required for the duration of the activity. Full charges still apply. (Wallington Primary: children will be brought to the Play Centre after the activities by the school staff).

**Registration Details**

Please notify the Playcentre immediately of any changes in a child's registration details e.g. health issues, support needs, new contact information etc.

**Exclusion**

We are here to provide the best inclusive services possible and feedback/suggestions are always welcome, however in doing so we will not tolerate abusive or aggressive behaviour from children or parents. We reserve the right to permanently remove children who consistently display unacceptable behaviour at the Centre (see our Behaviour policy) or whose parents are abusive or aggressive to our staff.

**Fee Increases**

Fees increase annually in September in accordance with the Wallington Primary Academy Local Governing Body. We also reserve the right to increase fees in April if there is a particular need, such as National Pay Rate changes.

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- I agree that my child will abide by the Playcentre rules (which are available for reference at the centre). I understand that should my child not follow these they may be excluded from the centre.
  - I understand that whilst the Playworkers take all due care and attention possible with children's belongings they cannot be held responsible for loss or breakages.
  - I understand I will be informed of any accidents (which will be treated by a qualified First Aider) or incidents involving my child whilst at the Playcentre.
  - I understand I may not use a mobile phone, camera or other mobile device whilst at Playcentre
  - I understand that the Playcentre/School holds information regarding my child which will be treated as confidential. However in certain circumstances, for example Child Protection concerns, I understand that Playcentre has a legal duty to share information with other agencies, including Police, Social Care and Health care professionals.
  - I understand that my child must not attend Playcentre if they have had sickness or diarrhoea within the previous 48 hours.

**I have read the above and understand and agree to the conditions and arrangements of the booking system.**

Signed .....

Date .....

Print Name: .....

Relationship: .....



**AVIATORS PLAYCENTRE at WALLINGTON PRIMARY ACADEMY  
BOOKING FORM SEPTEMBER 2019 – AUGUST 2020**

Name of Child/children.....  
 Address: .....  
 Contact Name: .....  
 Daytime Contact No: ..... Email .....

**Please X school for collection (applicable term-time only):**

Wallington Primary Academy		St Elphege's Primary	
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**Required start date** ..... **Class** .....

1<sup>st</sup> Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 2<sup>nd</sup> Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 3<sup>rd</sup> Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please indicate whether you wish to book for term time only, term time and school holidays.**

<b>Term time only</b>	<b>Term time &amp; school holidays</b>

**Please indicate which day/s of the week you wish to are book.**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

**Any other information;**

**Please sign** ..... **Date** .....

**Please return booking forms to the Playcentre.**