



**AVIATORS PLAYCENTRE at WALLINGTON PRIMARY ACADEMY
PARENTAL BOOKING AGREEMENT for HOLIDAY CARE
September 2017 – August 2018**

Please read this carefully before completing the form

Name of Child:

Booking Arrangements

Reservations/bookings relate ONLY to the child named on the booking form and are not transferable between days.

Payments

It is the parent/carer's responsibility to settle all fees payable in advance of the holiday dates requested in line with the date on your invoice.

Payment is by BACS transfer from your bank.

- By internet Bank transfer/telephone banking/standing order: **(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 by the due date will result in the suspension of the booking and referral of the debt for recovery action.

If you cancel within two weeks of the holiday start date then full payment will still be required. No further booking can be made until payment is settled.

If you have an agreement with a second party to pay your childcare costs e.g. your employer, we require that you pay us directly in accordance with the booking agreement, 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 space. These are charged at the emergency booking rate and are payable in advance or on the day care is requested.

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. If a child is not collected and no contact has been 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, over the age of 16 and proof of identification will be required.

Cancellations and Refunds

No cancellations can be made for booked sessions within two weeks of the start of the holidays

We are unable to refund booked sessions if your child is unable to attend due to sickness.

Admission Criteria

As we anticipate being oversubscribed in the future it is essential to book early. Please see our Admission Criteria Sheet.

Sickness and Registration Details

Sickness - please notify the Centre by 10am (holidays) if your child will not be attending through sickness. It is recommended that children should not attend the centre unless they have been well for a period of 24 hours. Charges still apply for all absences.

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 but in doing so we will not tolerate abusive or aggressive behaviour from our 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.

Additional Support

If your child requires additional support in the setting please discuss this with the Centre Manager.

Fee Increases

Fees will increase every September (and April if necessary) in accordance with the Wallington Primary Academy Governing board.

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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 holiday booking system.

Signed

Date

Print Name:

Relationship