



Head Teacher. Neil Reilly
Trust Executive Deputies. Nick File
 Trevor Goakes

KINGFISHER KIDS AFTER SCHOOL BOOKING & REGISTRATION FORM 2024/2025

Child's Full Name: _____

Date of Birth: _____ Class: _____

Date Commencing: _____

Please tick required days:

Monday	Tuesday	Wednesday	Thursday	Friday

If there are no places currently available, I would like to be added to the waiting list.

Yes [] No [] please tick

Sessions run from **Monday to Friday** each week during **term time only**.

Hours of operation: **3.15 p.m. - 5:45 p.m.** Charge per session: **£9.00**

Please be aware of a price increase per session as shown above (effective September 2024).

Enquiries should be addressed to: KingfisherKids@nenevalleyprimary.net

I have read and understood the Payment Terms and Conditions. [] please tick

Name: _____

Signed: _____ Date: _____

Mobile: _____ Email Address: _____

CONTRACT BETWEEN PARENTS/CARERS AND KINGFISHER KIDS 2024/2025

Full Name of Parent/Carer: _____
(who will be collecting)

Name of Child: _____ Contact Number: _____

I/we agree to make payment a month in advance on the 1st of the month.

I/we will pay the fee via (please tick one):

Childcare Vouchers [] Parent Pay [] Standing Order via online banking []

Voucher scheme: _____

Bank Account: Barclays Bank

Account Name: OWN Trust

Sort Code: 20-67-40

Account: 13699234

I/we understand that failure to make payment by the first school day of the month will result in the following procedures being enforced:

- If there is a regular pattern of late payment my child's place may be lost with one week's notice.
- I/we understand that late collection of my child (after 5.45pm) will result in an additional charge of £5.00. Any collection after 6.00pm will incur a further fixed £15.00 charge.
- I/we understand that days off and absence due to illness will be charged at the full rate.
- I/we understand that by parking on the road (i.e. causing a potential disruption for local residents) my child's place may be withdrawn.*
- I/we will notify the club if alternative collections arrangements are made.
- I/we have read and agree with the club's policies.
- I/we agree with the terms of this contract and will abide by its conditions.

I agree I have read and agree to the Contract between Parents/Carers & Kingfisher Kids, the Payment Terms & Conditions and the Drop off & Collection Policy. [] please tick

Signed: _____ Date: _____

Signed: _____ Date: _____

*Parking is available in the school car park for drop off and collection at Kingfisher Kids only

PAYMENT TERMS AND CONDITIONS

- i. At the time of registration, the child's attendance days will be booked. These may, subject to place availability, be changed temporarily and for 'one off' occasions but **parents must agree this with the Manager in advance of the session.**
- ii. Parents must give one month's notice, in writing, of any permanent changes to the days their child attends Kingfisher Kids.
- iii. Payment of fees should be made **monthly**. Individual payment arrangements will be negotiated between the Manager and parents/carers.
- iv. Should fees not be received on time (by the 1st of the month) the Club will notify the parent/carer by email. ***If the fees remain outstanding, after the subsequent 7 days, a letter will be sent to parents/carers advising them that the place(s) for their child(ren) will be withdrawn with effect from the Friday of that week .***
- v. When a place is withdrawn, because of payment arrears, it will not be reinstated once the account is cleared.
- vi. Any payment arrears will not be written off. The committee will pursue any arrears, through the small claim courts if necessary.
- vii. Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.
- viii. Any absences, e.g. holidays/appointments/school trips/attendance at other clubs etc. must be paid for in full. Please be aware you are paying for your child's allocated place at the club.
- ix. The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- x. The Club has the right to withdraw a child's place after consultation with the parent/carer.

DROP OFF & COLLECTION POLICY

- I/We understand that late collection of my child (after 17:45) will result in an additional charge to cover staff staying later than anticipated. Please see Contract between Parents/Carers for charges.
- I/we will ensure to arrive 17:45 prompt to avoid additional fees.
- I/We will notify the club in writing, with 24 hours notice, if alternative collection arrangements are made so they know not to expect my child. Please email: kingfisherkids@nenevalleyprimary.net
- I/We understand that if I am delayed in collecting my child/ren I will contact the school club to notify them.
- I/We understand that upon collection my child will only be handed to any person/s on this form that are authorised to do so – unless an email is sent by a parent/carer in advance authorising a new person collecting.

ADMISSIONS POLICY

Aim

We aim to ensure that all sections of our school have access to the club through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following Admissions Policy.

- i. We ensure that information about our club is accessible – in written and spoken form.
- ii. We describe our club and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including child-minders.
- iii. We describe our club and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion or ethnicity.
- iv. We describe our club and its practices in terms of how it enables children with disabilities to take part in the life of the club.
- v. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- vi. We make our Equality and Diversity Policy widely known.
- vii. We consult with families about the opening times of the club to avoid excluding anyone.