



Greenfield Primary School
Hill Street
Stourbridge
West Midlands
DY8 1AL

20 October 2022

Sample Parent

Email:
info@greenfield.dudley.sch.uk
Phone: 01384818585
Website:
http://greenfield.dudley.sch.uk

Sample Student (Year 1, Samples)

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GREENFIELD PRIMARY SCHOOL GOOD MORNING AND GOOD AFTERNOON CLUB PARENTAL CONTRACT (one form per child must be completed)

Telephone: 07561 827918 e-mail: info@greenfield.dudley.sch.uk Child's personal details:

Child's Name

Date of Birth

Gender

Fees at Greenfield Good Morning and Good Afternoon Club

The cost of each session, per child will be:

Before School (breakfast) Club: 7.30am to 9.00am - £5.00 (breakfast included)

After School Club session: 3.30pm to 5.30pm - £7.00 (light snack provided)

Fee for bookings taken on the day - £10

To start on

Number of sessions/days required per week

Operational hours: These are during school term dates only **and exclude Inset days** at Greenfield Primary School

Please reserve the sessions required each week, please select Yes for the sessions required.

Please note: Any changes to these sessions needs to be notified in writing

Monday

7.30am until start of the school day - £5.00

Yes

No

Monday

from the end of the school day until 5.30pm - £7.00

Yes

No

Tuesday

7.30am until start of the school day £5.00

Yes

No

Tuesday

from the end of the school day until 5.30pm - £7.00

Yes

No

Wednesday

7.30am until start of the school day £5.00

Yes

No

Wednesday

from end of the school day until 5.30pm - £7.00

Yes

No

Thursday

7.30am until start of the school day - £5.00

Yes

No

Thursday

from the end of the school day until 5.30pm - £7.00

Yes

No

Friday

7.30am until start of the school day - £5.00

Yes

No

Friday

from the end of the school day until 5.30pm - £7.00

Yes

No

We recognise that from time to time circumstances may dictate that an occasional place is required. Please complete the following for an occasional booking,

Occasional booking

Agreement between parent(s)/carer(s) Greenfield Good Morning and Good Afternoon Club:

I understand that by completing and signing this contract and registration form

- I agree to book and pay in advance via ParentMail.
- Parents who choose to pay using *childcare vouchers* please contact the school office who will make the booking in advance on ParentMail and allocated the payment once received
- Bookings taken on the day will be charged at £10 and a payment item created on ParentMail. Payment must be made within one week of the session. A £5 late payment charge will be if payment is not received within the week.

A late collection fee of £5.00 per child will be levied for collections after 5.30pm and a further £5.00 for each additional half hour or part thereof.

- Booking will close the day before the booking is due to take place.
- You can amend bookings up until the day before you require the session
- Sessions will become available to view and book 8 weeks in advance
- Places are limited to 25 per session
- Registration information must be completed before your child attends club
- I agree to safely deliver my child to the Good Morning Club. Children must **NOT** be dropped off at the gate to make their own way to Good Morning Club. It is the responsibility of the parent or designated adult to register children for the morning sessions.
- I agree to collect/make arrangements for my child to be collected from the before and after school club immediately if I am informed that he/she is unwell.
- I agree not to send my child to Greenfield Good Morning or Good Afternoon Club if he/she is unwell.
- I agree to keep the Greenfield Good Morning and Good Afternoon Club up to date with medical information, emergency contact numbers and mobile phone numbers regarding my child.
- In the unlikely event of persistent misbehaviour, the Greenfield Good Morning and Good Afternoon Club Manager reserves the right to temporarily suspend or permanently exclude a child, in consultation with

the Headteacher.

A child's continued place at Greenfield Good Morning and Good Afternoon Club is dependent on continued payment of fees and collection on time.

Please note that:

- Greenfield Good Morning and Good Afternoon Club reserves the right to amend the terms/conditions at any time.
- **It is our policy that everyone who attends, works in or visits Greenfield Good Morning and Good Afternoon Club has the right to enjoy the service we provide** and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- **In the event of a compliment, concern or complaint** Greenfield Good Morning and Good Afternoon Club welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Mrs Claire Stylianides – Headteacher

Name:

Date:
