



# Oakridge Primary School

Telephone: 01785 337300

www.oakridge.staffs.sch.uk



THE 8 O' CLOCK CLUB



## Before and After School Care

Child's details				
Forename:				
Surname:				
Date of birth:		Gender:		Year group:

Billing Details				
To be addressed to :				
Email address:				
Method of payment				
ParentPay <i>School payment system</i>	<input type="checkbox"/>	HMRC Tax Care Vouchers	<input type="checkbox"/>	Childcare Voucher
I am claiming 30 hours Nursery childcare:	<input type="checkbox"/>	NI Number		30 hour code

Please select the sessions you would like your child to attend					
	8 o'clock Club £5.50	Lunchtime session 11.45-12.30 £5.25	Afternoon Nursery 12.30-3.30 £13.50	Until 4.20pm £5.50	Until 5.50pm £10.50
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Silvester Way  
Stafford  
ST17 0PR  
Tel : 01785 337300



## Parental contract for 8 o'clock club and Little Oaks Nursery and After School Care

1. Fees are paid one month in advance (*via ParentPay or Childcare Vouchers*) and are due within 7 days of receipt of invoice. Extra sessions are invoiced one month in arrears. Invoices are emailed from [invoices@oakridge.staffs.sch.uk](mailto:invoices@oakridge.staffs.sch.uk) - please check your junk/spam boxes if you do not receive any charges.
2. All missed sessions must be paid for (including Doctors or Dentist appointments, term time holidays, school visits/residentials etc). It is not possible to swap sessions.
3. Any reduction in sessions to the above days / cancellation of contract must be notified, in writing, 1 calendar month in advance. If children claiming Nursery Education Funding (free 15 hours) cancel their contract (including before starting) a charge equivalent to the sessional rate for that calendar month will be charged.
4. Should a late pick up occur (after 5.50pm), then an additional charge of £5.00 per 15 minutes will be payable. A late pick-up that runs into the next session will be charged at that sessional rate plus £1.00.
5. My child may forfeit their place if the fees remain unpaid. Debt recovery policy can be viewed on the school website.
6. To give a password for use on collection of my child.
7. To ensure that I sign my child out at the end of each session with the current time noted or allow a member of staff to sign on my behalf. Once children have been signed out they become the parents' responsibility.
8. In the event of my child being taken ill, I understand that I am required to make immediate arrangements to collect them. (This is to prevent infection and is in your child's best interests)
9. Children who have any infectious or contagious illness, including sickness and diarrhoea, must wait 48 hours after the last symptom before returning.
10. To read the Child Protection (Safeguarding Children) Policy and understand that we are committed to every child having a safe and happy upbringing. Available on the school website.
11. To recognise and support the anti-discriminatory practices which are outlined in the Equality and Diversity Policy.
12. Parents will supply an ice-pack in their child's lunchbox, to keep it cool and safe
13. Parents will check all dates on food, in their child's lunchbox, to ensure that children in the care of Little Oaks do not eat any food that is out of date.
14. To name my child's belongings clearly to stop any upset and confusion (coats/footwear/bags).
15. Behaviour-where distraction does not prove adequate when dealing with a child then we will use a system of timeout-1 minute for each year of the child's life. If timeout is not sufficient then the situation will be reviewed and parents will be invited to discuss with us the child's behaviour and make any alternative arrangements.
16. I give permission for my child to have access to the school computers to play pre-approved games and use software/internet under supervision

An 'Emergency' constitutes a session which is not a regular pre-booked session. However, with all emergency bookings we cannot guarantee a place for all children due to staffing ratios. The session must be agreed with a member of staff prior to leaving your child. An additional charge of £1.00 is added to the session cost.

This contract is for one academic year only and will terminate on the last day of the Summer term. New contracts will be issued during the Summer term. If numbers are limited on any one day priority will be given to those children who at the end of the Summer term already attend that particular session and have no outstanding debts.

I have read and understand these Terms and Conditions and agree to be bound by them.

<b>Name</b>		<b>Date</b>	
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