



## **Contract agreement for Westbury Park 'Stay & Play' childcare 2023**

**For** .....**child/ren**\_\_

1. We have agreed with you to look after your child for the times set out on the website. You agree to deliver and collect your child in accordance with those times. Children must be collected by 6pm to avoid a late charge.
  
2. We ask that you keep us informed of any changes to your details, anything that may be needed, or which we ought to be made aware of, to enable us to look after your child properly. In particular, you will tell us anything special we need to know, such as any health, dietary, medical, allergy, developmental or behavioural issues, which may alter the way we look after them.
  
3. We are in line with the school policies in relation to:
  - a. Administering of medication
  - b. Sickness
  - c. Long term Medication / Allergies
  
4. Childcare accounts are payable when booking sessions. (childcare vouchers will be deducted when received) A sibling discount is applied to the costs for the youngest child for the jointly attending sessions however this doesn't apply on last minute bookings full price will be charged for both children.
  
5. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of the child's attendance. Therefore no refunds will be given (Exceptions are snow days)
  
6. Late charge policy applies. Refer to website
  
7. Contract applies whilst sessions are booked, and we will review this contract annually.
  
8. New reception classes or new children starting within the school year will be charged an annual fee of £15 to be able to access the Gateway booking system for Breakfast and After School Club.

**Parents details to collect children**

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Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**Authority to pick up child(ren)**

***The following person(s) has authority to pick up my child(ren):***

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Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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***The parent(s) shall inform us in advance if someone other than the parent or person(s) listed above will pick up the child (ren).***

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***The following person(s) do not have permission to collect my child(ren)***

Name: \_\_\_\_\_

Name: \_\_\_\_\_

I/ we have read and understand this contract. I/we accept the terms and conditions stated.

Admin fee of £15 per child added to Gateway account to access Breakfast & After School Club for Reception children and New students after September 2023.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Paid Fee \_\_\_\_\_

Please return to [ms.kingdon@westburyparkschool.co.uk](mailto:ms.kingdon@westburyparkschool.co.uk)