



Contract agreement for Westbury Park Stay & Play childcare 2025

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.
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/special meal requirements, medical, allergy, developmental or behavioural issues, which may alter the way we look after them.

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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. (For last minute bookings contact Stay and Play direct.
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 £16 to be able to access the MCAS booking system for Breakfast and After School Club.

Parents details to collect children

Name: _____

Contact No: _____

Relationship to child: _____

Name: _____

Contact No: _____

Relationship to child: _____

Authority to pick up child(ren)

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

Name: _____

Contact No: _____

Relationship to child: _____

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).

*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 £16 per child added to MCAS account to access Breakfast & After School Club for Reception children and New students after September 2025.

Signature: _____

Date: _____

Paid Fee

Please return to ms.kingdon@westburyparkschool.co.uk