

**St STEPHENS & ALL MARTYRS CofE PRIMARY SCHOOL BEFORE AND AFTER
SCHOOL CLUB (Known as FABBS) CONTRACT**

The Governors and staff of FABBs believe in providing a safe and caring environment for the children in our care. We want our parents and carers to be able to leave their children in the knowledge that they are happy and well looked after.

In order to do this there needs to be a formal agreement between FABBs and the parents/carers. The contract will outline the obligations and commitment of both FABBS (SSAM) and the parent(s) or legal carer of the child that is enrolled in FABBs

FABBs :

1. Is run by St Stephens and All Martyrs CofE Primary School (SSAM) via the Governors, Head and FABBs staff.
2. Operates from St Stephens and All Martyrs CofE Primary School, Radcliffe Rd, Bolton BL21NZ
Tel 01204 333 155

TERMS AND CONDITIONS

Fixed or Flexible Contract

There are two types of service:-

-Fixed

This guarantees you the days and times you require until you give notice to the contrary. This means you will not have to complete a weekly booking in sheet. You will be required to pay for your place each week or month in advance. If you wish to change your booking you must complete a Booking sheet for the next week. If you do not notify us of any change using the booking form you will be charged based upon the days and times stated in your fixed contract.

-Flexible

If you choose this option you are not guaranteed a place. You will only be given a place if one is available.

You must give notice to the FABB's staff each Friday regarding the number of sessions your child requires during the following week. The weekly booking sheet must be completed and signed.

It is solely at the discretion of the FABB's staff to allow late bookings after the Friday cut off.

Fees

The fees are as per the attached sheet.

Fees are payable in advance. Fees are payable monthly or weekly. All fees due for the week or month are payable:-

- for weekly payments by the Friday the week before sessions begin.
- for monthly payments by the last Friday in the month before sessions begins.
- for holiday club by the day holiday club commences

Failure to comply with the payments terms will result in your child not be permitted into the FABBs.

Unless you have given the necessary notice all fees are payable in full whether or not your child attends the sessions. Sickness and non school holiday days will be charged at the full rate.

One month's notice will be given of any proposed variation to our fee structure.

Commencement of contract

The first working day a place is booked within the scheme.

Termination

The contract will last until either party gives one week's notice in writing to terminate.

If a child's behaviour is or becomes such that the safety and well being of others are threatened, FABBS can at its sole discretion terminate this contract without given notice.

Insurance

FABBS have ensured adequate insurance is in place prior at all times.

Sickness

Any infectious disease must be notified to staff as soon as possible. The staff/committee reserves the right to refuse admission to a child who is unwell. Please refer to the sickness policy.

Personal Property

The Governors and school cannot accept responsibility for loss or damage to personal belongings.

Emergency Contacts

Staff must be supplied with the name, address and telephone number of at least two people who will act as emergency contacts for your child. Parents and carers must fill out full contact sheet before leaving their child in FABBS care.

Fire Precautions

The Governors and staff have ensured all requirements are met in regard to fire precautions. Fire drills are held on a regular basis and written records kept. The scheme has a no smoking policy.

Drop off and Collection

When you drop off your child you should report to a member of the FABBS staff only so they can be booked in. Please note that it must be a FABB's member of staff. It is essential in order to ensure that your child is marked on the register and the FABB's staff know they have charge of your child.

Parents/Carers must sign their child in and out in the Signing In/Out Register. Children cannot be left at the entrance and will not be permitted to come into FABBS without being signed in by a responsible adult.

Children must be collected at the agreed time. Late collection of children will charged a fee of £15 for each occurrence.

Collection of children must be by a named person specifically authorised on registration documents or as an emergency, prior notice is to be given by parent/carer to the change in this procedure. Security measures will be in place to ensure collection by another person is correct. Please see staff to arrange pass word or other security measures.

Complaints/Concerns

FABBS sincerely hope that you will experience no difficulties but if they occur, then FABBS are anxious to ensure they are resolved as soon as possible. Please refer to our complaints procedure.

Statutory Public Holidays

When a statutory holiday falls on a contracted day of care, the scheme will not be available.

Contracted Days & Times of Care

FABB's is available during the following times:

7.30am – 8.45am

3.30pm – 6.00pm

During term time only.

PARENT/CARER AGREEMENT

The governing body and staff aim to provide the following:

- ⌚ A varied programme of activities for your child
- ⌚ A safe, caring and stimulating environment
- ⌚ High quality care at all times
- ⌚ Experienced and committed staff
- ⌚ A commitment to equal opportunities
- ⌚ Safe equipment which meets British Standards
- ⌚ Policies and procedures which meet Ofsted requirements
- ⌚ Be available to discuss the care of your child at a mutually convenient time

The Governors and staff expect the following from parents and carers:

- ⌚ A completed agreement form
- ⌚ A completed registration, contact details and medication documents which must be kept up to date including any additional requirements your child may have
- ⌚ To become familiar with the FABBs policies and working procedures
- ⌚ To sign in your child with a member of the FABBS staff.
- ⌚ To collect your child on time and sign them out in the Signing Out Register. To provide notice of any changes to the collection procedure.
- ⌚ To inform the staff of any absences due to illness or holidays
- ⌚ To conform to the payment terms including full payment for any absences
- ⌚ Be available to discuss the care of your child at a mutually convenient time

**St Stephens and All Martyrs CofE Primary School –
CONTRACT & FEE AGREEMENT**

Child's Name:

Parent's/Carer's Name:

Address:

Postcode:

Home Number:

Work Number:

Mobile Number:

Agreement

I/we have read and understood the above terms and conditions and I/we agree to follow and meet them.

I/we agree to complete and keep up to date relevant registration forms and contact sheets.

I/we understand that fees are to be paid weekly/monthly, in advance (by Friday for following week/month). Unfortunately fees cannot be refunded.

I/we understand and agree that I will be required to pay for sessions booked if my child does not attend.

I/we understand non/late payments may result in the loss of my child's place.

I/we have agreed to a Fixed/Flexible Contract

Parent/Carer Signature:

Parent/Carer Name:

Date:

Staff Signature:

Staff Name:

Date:

Booking Sheet

Week Commencing _____

	Monday		Tuesday		Wed		Thursday		Friday	
Child's Name	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

I agree to pay for the sessions ticked above.

Signed by _____ Date _____

Amount to Pay _____

Office Use: Receipt No.	Issue Date
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