



WHITMORE PARK PRIMARY SCHOOL

Halford Lane
Coventry CV6 2HG

After School Club Parent / Carer Agreement 2015 / 2016

Dear Parents / Carers

Whitmore Park After School Club runs from **3.30pm** until **5.25pm** on **Mondays to Fridays** in **term time**.

Price is £6.00 per day per child.

If you would like your child / children to attend, please read the information below and complete the form below.

Conditions:

1. Payment must be made in advance monthly. An invoice will be sent out to you at the middle of each month.
2. **You are required to pay for every day that your child is booked in, even if they do not attend for any reason (this includes illness). Please phone and let the school know if your child will be absent.**
3. The club is a non-profit making service and it is essential that all payments are received on time to ensure that we cover the costs of running the club.
4. Places are limited and if you fall behind on payments by more than 1 week your child will lose their place and it will be given to the next child on the waiting list.
5. In order to ensure that our adult to child ratio is correct, any change to the required days must be communicated in writing with at least 7-days' notice.
6. You are required to sign a register when collecting your child.
7. If parents are late more than 3 times in 1 week picking their child up, then they will lose their place.

Please indicate below the days on which your child/children require a place:

| Name of child | Class | Mon | Tues | Wed | Thur | Fri |
|---------------|-------|-----|------|-----|------|-----|
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By signing below you are agreeing to comply with the conditions (1-6) detailed above.

Parent / Carer Name: _____

Signature: _____ Date: _____