

UNSWORTH OUT OF SCHOOL CLUB

TERMS AND CONDITIONS OF PAYMENT & DEBT MANAGEMENT

- The Out of School Club is open from 8.00am-9.00am and from 3.30pm-5.30pm each day, Monday to Friday, except for Bank Holidays and school holidays. The charge is £2.90 per hour; or £2.60 per hour if a child attends the Club for three or more sessions per week. Full hours must be paid for e.g. an afternoon place for one and a half hours will be charged as two hours.
- If parents/carers are late collecting children, an additional charge of £2.90 per hour will be made. This charge will be on a full hour basis e.g. where a child is collected ten minutes late, a charge for one hour will be made. (If late collections happen frequently, we reserve the right to withdraw a child's place).
- As staff and premises costs still have to be paid, no reduction in charges can be made in relation to absence due to sickness.
- Regular sessions must be booked and adhered to
- One week's notice is required for termination of sessions
- All payments for places are to be made in advance, on a Monday morning. Cheques should be made payable to "Bury MBC". If you are paying by cash please try to ensure that you have the correct amount.
- If there is a problem paying fees, please speak to the Club Manager or a member of the school admin staff. We reserve the right to withdraw a child's place with immediate effect, if arrears reach two weeks, with no satisfactory explanation. If a place is withdrawn, it will not be offered again until the outstanding amount is cleared in full.
- We must be notified of any changes in circumstances.

ACCEPTANCE FORM

**UNSWORTH PRIMARY SCHOOL BEFORE & AFTER SCHOOL CLUB
TERMS AND CONDITIONS OF PAYMENT & DEBT MANAGEMENT**

NAME OF CHILD _____

I accept the terms & conditions of the Out of School Club Payment & Debt Management 2014.

SIGNED _____ Parent/carer

DATE _____