



HOYLANDSWAINE OWLS TERMS & CONDITIONS (2016-2017)

- Parent/Carers agree to pay for sessions within 7 working days after being invoiced (Late payments will incur a £5 admin charge)
- If a child is collected late, parents will be invoiced for the extra staffing costs (£1 PER every 1 MIN).
- 4 Weeks notice must be given when leaving club and all outstanding payments to be paid.
- After school club staff hours are up to 6.00p.m. Staff must ensure that everything is packed away and that they are off the premises by 6.00pm. We therefore request that children are collected promptly.
- Parents will ensure that all telephone numbers are kept up to date at all times, and to keep us informed of any relevant changes to their circumstances.
- In the morning, please be aware that club opening time is 7.30am and breakfast is served until 8.20am
- Children who are staying for the tea session will have their tea at 3.50pm unless at an afterschool activity.
- All children are expected to behave appropriately at the club. Parents will be informed if their child's behaviour is inappropriate.
- Parents will familiarise themselves with Owls policies which are available at the club.
- All Information which we have been given relating to your child(ren) , will be held securely and confidentially.
- We expect all Owls staff to be treated with respect at all times.

The Governors of Hoylandswaine Primary School.

**PLEASE SIGN AND DATE IF YOU AGREE TO THE TERMS AND
CONDITIONS OF THE CLUB.**

CHILD NAME:

DATE:

PARENT/CARERS SIGNATURE: