

**Details of the contract you will be required to sign are as follows:-**

'Voyage' @ Flash Ley.

This contract is between the above named childcare provision and the parents of:-

Name of Child: .....Date of Birth.....

Initial sessions agreed are:

Monday	Tuesday	Wednesday	Thursday	Friday

Monthly fees are payable in advance at the beginning of each calendar month by childcare vouchers or via Parent Pay. This **must** be paid no later than the 1<sup>st</sup> of each month. The monthly fees will be reviewed regularly. A minimum of one month's notice will be given of any changes to your fee. Additional charges for extra sessions will be charged in arrears.

The Extended Services Manager reserves the right to cancel your child's place with immediate effect and refuse entry to *Voyage* if your fee is not paid promptly without explanation or agreement with the Extended Services Manager or Head Teacher, or if your child is absent for one week or more without explanation.

If your child is absent from *Voyage* for any reason, including sickness, full fees must be paid. Parents will be expected to pay full fees for the duration of the notice period, regardless of attendance. However, if your child accesses *Voyage* **in addition** to normal term times, with prior agreement, absence due to a holiday may be permitted without charge or retainer for up to two weeks during one academic year.

Any decision to close Flash Ley Community Primary School as a result of severe weather conditions or in the case of an emergency will also include the closure of *Voyage* @ Flash Ley. Refunds will be made accordingly.

An advanced payment of £20 per family is required to secure your child's place(s) in *Voyage* and cover administration and insurance.

Collection times are expected to be adhered to. In the event that you are late collecting your child you will be charged as follows:-

**£1 for every minute you are late past your collection time**

It is important that you notify the Staff at *Voyage* if your child is going to be absent. Tel number: Main school office -**01785 337340**, Butterfly Room - **01785 337349**, Caterpillar Room - **01785 337343**. Any child suffering from an unknown rash should be kept at home until a doctor's opinion has been sought. A child who has diarrhoea and/or sickness should also be kept at home until they have been free from the symptom for 48 hours. The Staff have the right to refuse entry to any child suffering from the above symptoms. It is also the responsibility of parents to notify *Voyage* staff should children be collected during the school day due to illness or an appointment.

Should your child be taken ill whilst at *Voyage* every effort will be made to contact you. Please ensure your contact details are updated. *Voyage* staff reserve the right to remove a child to hospital in an emergency to receive whatever treatment the medical professional deems necessary if contact cannot be made with parents.

When the terms and conditions of this contract are not being observed and upheld this contract can be terminated with immediate effect.

We have a duty to report any suspicions of child abuse to the Designated Safeguarding Lead. (See our School Safeguarding Children Policy for more information)

I confirm that I am aware of the contents of the *Voyage* contract and appropriate school policies and agree to abide by them.

**Signature of Parent/Carer**.....Date.....

We cannot accept your child into our childcare provision unless this contract is signed by an adult with parental responsibility.

**Signature of Extended Services**

**Manager**.....Date.....