

Heaton Park Primary and Nursery School

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September 2022

SAMPLE CONTRACT

Dear Parent

Before and Afterschool Club – Contracted Hours

Please see below for your child's contracted hours.

Please be aware that we require two weeks written notice (during which charges still apply) via email to contact@heatonparkbury.com if you wish to change or terminate your child's place.

These contracted hours come into effect on **Monday September 5th 2022.**

The costs for the club are **£5.00** per day for Breakfast Club and **£8.00** per day for Afterschool Club.

Child's Name: **xxx**

Child's Class: **xxx**

Confirmed Breakfast Club Sessions: **e.g. Monday-Friday**

Confirmed Afterschool Club Sessions: **e.g. Tuesday, Wednesday, Friday**

Total Weekly Cost: **xx**

Payments are due **in advance** for the week (you are welcome to pay monthly, but this too must be in advance); we cannot allow arrears to accrue.

Arrears of two weeks will result in asking you to stop using the club until payment is received (charges will still apply).

Arrears of four weeks will result in your child's place being withdrawn. Arrears will need to be cleared before your child can be placed back on to the waiting list / offered a place.

We will continue to accept online payments via Bury Council (www.bury.gov.uk/payforit), Childcare Vouchers and Tax Free Payments. Your child's place is chargeable if absent due to illness/personal holiday, though no charge will be made in the event of school closure.

Please can you contact us straight away if any of the above details are incorrect.

Kind Regards,

Mrs Foulkes (Club Manager) & Mr Lord (Headteacher)