

Calverton Primary School



Extended Day Contract

Name: _____

(2019)

Extended Day Contract

This agreement dated 1st April 2019

(1)

Between the borough and Extended Day Services
Calverton Primary School
King George Avenue
Custom House
London
E16 3ET

(2)

Parents and Carers Details

RECITAL AND OPERATIVE PROVISIONS

1. Definitions

1.1. "The fee" means the charge made by the school for the provision of the extended day services at school and set out in schedule 2 of the agreement. The fees set out in schedule 2 may be changed by the school and the Parent be notified in advance.

1.2. Main facility shall mean the school activities, which are run at the centre between the hours of 8.45am-3.15pm.
(Only during published school term times.)

2. Contract period

The contract period will commence upon the registration of the child and will continue until terminated by either party.

If you do not adhere to the contract and policies, the school has the right to terminate your contract with immediate affect.

3. Payment of Fees

3.1. The fee is payable a month in advance of the child's attendance at the Extended Day Provision

3.2. The initial fee of **£300.00** is payable on the **1st of each month**.

3.3. The fee is to be made payable by standing order at the beginning of each month.

4. Meals

The Extended Day Provision will provide your child with breakfast and a light snack after school.

Breakfast will be provided from 8.00-8.30am.

A light snack will be provided at 4.30pm.

5. Collection of child

5.1. The parent shall collect the child from the Extended Day Provision within the time stipulated.

5.2. The School reserves the right to charge a fixed penalty on a sliding scale.

Up to 6.10pm - £25
6.10pm-6.20pm - £35
6.20pm-6.30pm - £50

If after this time your child has not been picked up, social services may be contacted or your child being taken to the police station. This will be on the advice of the head teacher.

If this happens twice your child may lose their extended day place.
Please see (8.3 Terminations and defaults)

If you know you are going to be late, please make arrangements for somebody else to collect your child by 6.00pm and inform the school.

6. Non-attendance of the child

6.1. The Parent is required to notify Extended Day staff when the child is not attending or is unable to attend.

6.2 Calverton Primary Extended Day Provision is not funded to provide one to one adult support to meet any child's additional needs during extended day. Therefore, if your child requires one to one adult support, attendance during trips and any off site activities is restricted due to health and safety reasons unless this support can be provided by the parent/carer. (Refer to safeguarding and staff recruitment school guidelines)

7. Holidays

The fee in schedule 2 shall be charged during school holidays even if the child does not attend the centre.

The latest time for the children's arrival will be 10.00am, due to daily outings.

Please note that if your child has a medical appointment, we will accept your child arriving after 10.00am. Please ensure that you have informed us at least 24 hours before the date of the appointment to avoid

disappointment and we will also require a medical letter or appointment card for this.

8. Terminations and Default

8.1. When you no longer require an extended day place. The school requires 4 weeks written notice.

8.2. In the event of a default of payment of fees by the Parent the school will reserve the right to terminate the contract.

8.3. The School may terminate this agreement forthwith for reasons of assault on staff, unreasonable conduct by Child or Parent and lateness. (For more information, see attached behaviour guidelines/policy)

9. The Parents Obligations

9.1. The Parent shall not permit the Child to attend the Extended Day Provision when they are unwell with any infections and/ or contagious diseases.

9.2. The Parent shall notify the school at the time of entering the contract if the child:

- (a) Has any dietary requirements.
- (b) Suffers from any allergies.
- (c) Suffers from any mental or physical disabilities.

10. Force Majeure

10.1. The Extended Day Provision may close in circumstances beyond its reasonable control and shall give immediate notice to the Parent to that effect.

10.2. If the closure exceeds a continuous period of 6 months then the agreement shall automatically terminate unless the parties first agree otherwise in writing.

Agreement Schedules

Calverton Primary School Extended Day Provision

Schedule 1: Dates and times the child will be present in the centre.

The Extended Day Provision will be open Monday to Friday 8.00am-6.00pm, except that it will close on the following days:

All public bank holidays (Additional days added)

1 Week during spring break

2 weeks during the summer holidays

1 week at Christmas

5 Staff training days (Additional Days added)

Religious holidays (Additional Days added)

You will be notified in advance of any closures.

Schedule 2: The fees chargeable for the Childs attendance

Extended Day childcare fee, **£300.00** per calendar month.

Late Collection is charged on a sliding scale. (Payable within 7 days)

These rates will be reviewed annually by the Head teacher and Extended Day Manager.

Schedule 3: Dates when payment is due from Parent

Payments are due on the **1st of each month**. These monthly payments should be set up by the parent and their existing bank as a standing order. Failure to do so can result in your child's space being taken away. Please see (8.2 Terminations and defaults)

11. Governing Law and Jurisdiction

This agreement shall be governed by and construed in accordance with English Law and the parties submit to the jurisdiction of the English Court.

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Signature of Manager
(Calverton Primary Extended Day)

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Signature of Parent
(Name in Print)

Start of contract date.....