

Acre Rigg Infant School Childcare Provision

Child's name	DOB
Class	Parent/carers name:

Information about the provision:

- Acre Rigg Infant School childcare provision will run on the school site. Existing members of staff will run the provision. All school safeguarding policies will be followed
- The provision will be for children school years and above (Reception to Year 2)
- Children will be collected from their classroom by a member of staff. A separate child care list and child care register will be kept.
- Sessions must be booked in, and paid for, at least one week in advance.
- The provision will take place in the dining room. Children will be given a snack of a sandwich, crisps, juice or water.
- Children must be collected from the main entrance at the allocated time, either 4.30p.m. or 5.30p.m. please see below for further information about collecting children from the childcare provision.

Please read the following statements and sign the contract at the bottom if you are in agreement.

Fees
<ul style="list-style-type: none">• You will pay fees by cash/ parent pay• Fees are as follows: £3.50 from 3.15pm-4.30pm £6 from 3.15-5.30p.m• Payment is due every Monday, prior to attending any sessions.• Failure to pay may result in your child not being able to access the childcare provision.• Fee increases will be made by written notice from the Headteacher giving at least 4 weeks' notice.

Hours and provision

- Childcare provision is open during term time, when the school is open for children.
- Provision times are: Monday to Thursday 5.30p.m, Friday 4.30p.m.
- Childcare will be closed for bank holidays and school holidays. A list of these holidays can be found on the school website.

Collection arrangements for children

- All children are to be collected from the childcare provision by someone over the age of 16 years.
- Children will be taken to the childcare provision by a member of school staff.
- Children need to be collected from the main entrance at the specific times, either 4.30p.m. or 5.30p.m.
- If children are collected after their allocated time, the following will apply:
4.30p.m. pick up. Parents/carers arriving 5 mins after this time will be charged for the next hour.
5.30p.m. pick up. All children must be collected by 5.30p.m. At this time, attempts will be made using the telephone contacts from the data collection sheet. If no contact is made, school will follow safeguarding procedures.
Any additional late pick ups may result in the childcare place being withdrawn.

Name of parent/ carer	Signature
Relationship to child	Date
On behalf of Acre Rigg Infant School (print name)	Sign
Role	Date

I have read and understood the conditions set out above and agree to comply with them.