



Little Rascals Out Of School
58 Hazel Tree Road
North Watford
Hertfordshire
WD24 6RQ



07763 214360

(7:30am - 9:00am and
3:00pm - 6:30pm

3:15pm - 6:00pm at Cherry Tree School
school days only)

TERMS OF MEMBERSHIP AND APPLICATION FOR MEMBERSHIP

The following terms have been listed in the interests of your child and we would appreciate your reading them carefully before signing to confirm your agreement to and understanding of the terms of membership.

To book or cancel a place for your child please contact the Club Manager in person. **Do not leave messages with children or other members of staff.** If you are unexpectedly available to collect your child from school on a day where he/she is booked to attend Little Rascals Out Of School, it is imperative that you inform the Club Manager as soon as possible on 07763-214360 or 01923 818845. Alternatively the Deputy Manager: Mrs Michelle Tullett on 07771-962786.

All bookings must be made with at least 48 hours notice. In the event that you do not require our service temporarily (i.e. holidays, hospital stays during term-time) your place will be retained at a charge of fifty percent of the usual fee, provided that a minimum of two weeks notice is given in writing.

Fees must be paid each half-term, IN ADVANCE. Fees can be paid by On-line, Mobile, Telephone Banking or child care vouchers. Fees are not charged if the relevant school is not open for inset or occasional days and Bank Holidays. However, should your school close due to an emergency such as a snow day, refunds cannot be given. Little Rascals Out Of School will remain open on emergency school closure days for our normal opening hours.

Your child will not be allowed to go home from After School sessions under any circumstances without a parent or a person appointed by a parent. You must inform the Club of any persons NOT allowed to collect your child. Your child MUST be collected by 6:30 pm (6:00pm at Cherry Tree School). If you are late for any reason, a fine of £14.00 for the first child or £25.00 for two children will be charged for each fifteen minutes or part thereof. For Breakfast sessions the Walking Bus groups will leave the Church hall at 8:30am sharp. There will be no refunds for anyone who misses their 'Walking Bus'. Parents must ensure that their children understand the need to remain in the playground once they have been delivered by the Walking Bus. Due to the layout of some playgrounds the Little Rascals Out Of School staff will be unable to see all Club children all of the time. However, the Club staff will remain on site until morning bell has sounded.

Two weeks' notice on either side must be given to terminate membership, or where the extended absence of a member is foreseeable.

Management reserve the right to amend the terms of membership but must give all members at least one week's notice in writing of any changes.

The Club has a few rules for the children's safety and wellbeing;

1. We ask that the children are well behaved at all times.
2. We expect children to carry out instructions given by the Staff for their own safety, especially when walking from/to the Club.
3. We also expect children to be polite, kind and considerate to each other and to Staff.
4. We ask that children do not touch any light switches, electrical plugs and sockets, nor any windows or doors.
5. Bullying of any kind, be it physical or verbal, will not be tolerated.
6. Children must never go outside the Club or out of the playground without Staff permission or accompaniment.
7. Bad or rude language will not be tolerated.
8. Hands must be washed before breakfast/tea.
9. Tea must be eaten on arrival at After School sessions as the tables are needed for activities.
11. All toys and equipment and displays must be treated with respect. We ask that children clear up anything they have been using.
12. Children must not bring their own toys to Club.

An accident and incident book is maintained by the Club.

Club Staff will administer prescribed medication but only with signed permission from the child's parent or guardian.

If we have a child who constantly fails to abide by these rules we may be forced to terminate membership, after consultation with the parents.

Fees

£25.00 Annual Membership Fee per child per school year (September - July)

£14.00 per After School session per child

£11.00 for the first sibling After School

£8.00 for second and subsequent siblings After School

£5.00 per Breakfast session per child

£7.00 per Senior School child per session

Please sign both copies of this document. Return one copy to the Club Manager, retaining the second copy for your own records.

I have read the Little Rascals Out Of School leaflet and understand and agree to the terms of membership.

Signature **Date**

Full Name [Print]

Full Name(s) of Child(ren) [Print]