



Jets contact details:
 email: jetsadmin@prospectvale.stockport.sch.uk
 Tel No: to be used during sessions: 07704 915695

Jets Club Contract

SUMMER 2019

(All contracts subject to the acceptance of Jets Club Terms and Conditions)

Please indicate the days that your child will be attending the club below

Child's Name: _____ **Class:** _____

Date From: _____ **Date To:** _____

			Mon	Tue	Wed	Thu	Fri
Morning	7.50am – 8.55am	£3.75					
Afternoon	3.15pm – 5.30pm	£7.75					
Total:			£	£	£	£	£

All children **must** be collected by 5.30pm prompt otherwise a £5 late collection charge will be applied **per** child.
 Please give an approximate evening collection time if possible: _____

Bookings are subject to availability and should be reserved in writing with a minimum of 24 hours prior notice.
 Refunds/credits cannot be given for cancelled sessions as staffing costs still need to be paid.

Reservations cannot be made during holidays or weekends. School should be notified of cancellations with 24 hours' notice. **Whilst the school will always endeavour to provide an effective service, we have the right to cancel sessions at short notice in the event of staff sickness.**

The PVPS Leadership have the right to withdraw this service to families.

Food allergy: Yes No if yes, please specify _____

Medical needs: _____

Emergency contact details: _____

Any useful notes: _____

Hobbies, talents: _____

Parent/carer signature: _____ **Date:** _____

School signature: _____ **Contract Start Date:** _____



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I understand that:

- Jets Club is NOT a 'drop in' and I need to book set days which I wish to use
- If I wish to change or cancel any sessions in my Jets Club contract I must provide a minimum 2 weeks' notice
- If my child is unable to attend any session, I will inform the Jets Club before 2.45pm
- Any sessions missed, either due to absence or other arrangements, remain payable just as with a child care provider off school site
- Payment must be made in ADVANCE (at least 1 week)
- My child must be collected by 5.30pm promptly from the playground doors and I am aware that if I, or any person collecting my child, is late a fee of £5 per child per 15 minutes (or part of) will have to be paid and will be added to my ParentPay account.
- I need to check my ParentPay account on a regular basis to ensure that there is sufficient funds to cover the Jets Club fees.
- If anybody other than those named is collecting my child I will inform the Jets Club by 2.45pm, providing them with a "Safe Word" which must be used by the person collecting them
- I need to inform the Jets Club if any contact details change
- My child's place will be cancelled if payment is not made within 5 working days of it entering arrears and that they will not be able to attend the club whilst my account is in debit.
- If the office needs to call me 3 times in any one term regarding arrears, my child's place will be cancelled immediately
- I understand that any safeguarding concerns may lead to suspension/termination of service
- I understand that social services will be contacted if school leadership are concerned about a child not being collected

I agree with the above Terms and Conditions

Signed: _____

Dated: _____

Please print name: _____

Child'd Name: _____

Class: _____

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Terms and Conditions

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Booking & Cancellation

Jets Club is not a “drop in”. All sessions must be booked and paid for at least in advance to avoid disappointment.

The club operates a sessional charging system only. Hourly rates are not available as a place is taken and cannot be filled by another child at a later time due to the nature of after school clubs.

An invoice will be raised for each contracted day and the fee is payable in advance. Invoices are raised at the end of August for the period September – December, at the end of December for the period January – April, at the end of April for the period April – July. Any one-off additional days required are to be paid separately on the day.

Your contracted place will remain booked from term to term and school year to school year until such time as you give written notice either in a letter or an email.

You should provide a minimum of 24 hours cancellation for one-off occasions, and a minimum of 2 weeks’ notice for permanent cancellation of your child’s place.

Payment & Refunds

If your account is in arrears on the day your child is due to attend they will be unable to attend the club that night and until all arrears are cleared. Alternative arrangements will need to be made to collect them at the end of the school day.

We will hold your place open for a maximum of 5 working days, which remain payable. If payment is not made by day 5, your place will be cancelled and given to a child on the waiting list, resulting in you joining the bottom of the waiting list.

Sessions missed due to illness or other arrangements will be payable.

If we (the school or Jets Club) need to make any repeated contact to you regarding your account dropping into arrears during any one term your child’s place will be cancelled with immediate effect.

Refunds will not be offered other than in the event of unexpected school closure due to snow, heating failure, staff shortage, etc.

Collection

Collection is from the playground doors School/Jets Club staff members must be informed of who will be collecting your child and of any changes that may arise. During winter months when the nights are darker



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we ask that you avoid using the front door for safeguarding reasons. We have invested in new lighting to support your safety.

If anybody other those named in the contract are to collect your child you must provide Jets Club with this information, preferably in writing, before 2.45pm on the day.

You should agree a "Safe Word" with Jets Club, to be used by the person collecting your child before they will be allowed to leave with them.

All parents/carers are requested to ensure their child is collected by 5.30pm. The after school club is not insured to care for children after this time and school club staff are paid up until 5.30pm.

Please ensure you collect your child promptly. Children can become very distressed if they think they have been forgotten. If lateness is unavoidable please telephone to let us know.

A late collection fee of £5 per child will be charged.

You must inform Jets Club and Prospect Vale Primary School, in writing, of any change of address or contact details.

Any safeguarding concerns will be passed on to the Headteacher. This may lead to a suspension/termination of Jets Club service

Rules

Children are expected to show respect to the staff and other children.

Inappropriate behaviour or abuse will not be tolerated by Prospect Vale and Jets Club staff members.

Complaints

Should you have cause for complaint about the Jets Club there is a formal school complaints procedure.

We hope any minor concerns can be sorted out informally with the club leader or Head Teacher.