

Newburgh All Round Care

Back Lane, Newburgh, Nr Wigan, Lancashire. WN8 7XB

Tel: 01257 462916 Email: Bursar@newburgh.lancs.sch.uk

Website: www.newburgh.lancs.sch.uk

Headteacher: Mrs R. Fowler



All Round Care Contract

The following terms and conditions apply to all users of Newburgh All Round Care.

Sessions:

- The Breakfast Club session is 07.30am-8.50am
- The Afterschool Club session is 3.30pm-5.45pm
- Nursery sessions are – 8.45am – 12.00am (morning without lunch)
8.45 am – 12.30am (morning with lunch)
12.30pm – 3.15pm (afternoon without lunch)
12.00am – 3.15pm (afternoon with lunch)
- Your child must be picked up **on time**.
- Additional fees will be charged for **late collection** for any session.
- Late collection for any 3 sessions will result in a written warning from the All Round Care Manager. Any further late collections will result in the loss of your child's place, unless an agreement for an additional session is made.
- The All Round Care Manager will automatically rollover all allocated sessions at the end of the academic year, unless notified to the contrary by Parents/Carers.
- Any places outstanding thereafter will be offered as vacancies.

Fees:

- Fees **must** be paid when bills are issued and by the end of that calendar month.
- Fees should be settled using Parentpay
- Fees are subject to annual review, increases will be notified prior to the end of the Summer Term.

Cancellations

- Cancellation of any session (except for periods of prolonged illness) will incur full fees. This is necessary to retain the place. Removal from school during term time for holiday purposes will incur full fees.

Health & Safety:

- The Club Manager on behalf of the Management Committee reserves the right to refuse admission (following consultation with Parents/Carers) to any child who appears unwell, is suffering from a contagious disease, sickness or is medically unfit to attend.
- Parents/Carers must provide the Club Manager with a list of those people who are authorized to collect their child from Newburgh All Round Care.



- Children must be brought to and collected from Newburgh All Round Care by a responsible, authorized adult.
- Children attending Newburgh All Round Care **must** be accompanied to and from Newburgh All Round Care with an authorized adult, aged 16 years or over.
- Parents/Carers must inform the Club Manager of any dietary constraints, allergies or medical conditions.

Complaints Procedure:

All complaints should be made verbally or written in the first instance to the Club Manager. If a resolution or satisfactory explanation is not reached then please follow the complaints policy which can be found on the school website:

www.newburgh.lancs.sch.uk

PLEASE SIGN AND DATE TO SHOW YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS, AND RETURN ONE TO THE CLUB MANAGER.

Child's Name _____

I _____ (Print Name) have read the Terms and Conditions listed above and agree to abide by them.

Signed: _____ (Parents/Carers)

Date: _____

Signed: _____ (On behalf of NARC)

Date: _____

