



Olveston CEVC Primary School

Rooted in Love

Your roots will grow down into God's love and keep you strong.' Ephesians 3:17

Head Teacher: Amanda Luke



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BREAKFAST AND AFTER SCHOOL CLUB APPLICATION FORM September 2023 – July 2024

Child's Name _____ Class: _____

Breakfast Club

Monday	Tuesday	Wednesday	Thursday	Friday	Occasionally/Various days (changing weekly)

After School Club

Monday	Tuesday	Wednesday	Thursday	Friday	Occasionally/Various days (changing weekly)

Method of payment

Online (Parent Pay)) ☐

Childcare voucher ☐

Tax free childcare ☐

I confirm that I have read and agree to the Terms and Conditions overleaf.

Signed: Print:

Date:

Please return your completed form to the school office



OWLs
Term and Conditions September 2023

Your acceptance of our Terms and Conditions are required before confirmation of a place can be made.

Regular users

- Parents can change their sessions by giving a terms written notice.
- A terms written notice is required to terminate their child's place.
- If a child leaves prior to the terms notice period, fees will continue to be charged (up to 4 weeks).
- Payment is due by the start of each month, either by bank transfer, cash or childcare vouchers (payment details attached).
- Fees are payable even if a child misses sessions through illness, holidays and for personal choice (eg going to a party).
- No charge is made for INSET days

All users

- Places are not confirmed until parents have returned a signed application form.
- The school reserves the right to terminate this agreement with immediate effect if:
 - a. You have breached your obligation under this agreement;
 - b. Your child's behaviour is unacceptable and/or endangers the safety and well-being of another child or member of staff.
- Parents and/or carers are not permitted to use mobile phones whilst on the premises.
- Parents and/or carers should be aware that staff will not release children to anyone other than the parents unless staff have been informed in advance in writing. Children will not be released to anyone under the age of 16 years.
- Parents and/or carers must ensure that all children entering and leaving the premises are signed in and out.
- Fees are reviewed annually.
- Late payment charges:
 - 2% for fees received after the due payment date
 - 10% for fees received after 30 days of due payment date
 - 30% for fees received after 60 days of due payment date
- Due to the difficulties late collection causes the Staff, parents may be charged a late collection fee. Parents will be given five minutes grace from the arranged collection time. After that a fee of £5 for every five minutes or any part of five minutes will be charged.

