



St. Michael's Church of England (C) Primary School

With the help of God, working together for success

OOSC 01922 686838
OOSC Manager: Vanessa Moore
Headteacher: Mrs A Lane

Child's Name: _____ Date of Birth: _____

Address: _____ Postcode: _____

Parental Contract

Breakfast (OOSC), Afterschool (OOSC), Nursery Lunchclub and fee paying extended Nursery provision

I wish for my child to be enrolled for any of the above:

I agree to pay fees at least one week in advance as per the debt procedure. Payments can be made by cheque (to St Michael's Primary School Playcare) or cash; by childcare voucher scheme, or by BACS to St Michaels Primary School Playcare, Sort code 30-99-06 account 03919701. The provision is open term-time only. Payments for the first week of each term should be made before the holiday.

Payment is not required for inset days, Bank Holidays and residential school visits, or if **whole school** is closed for exceptional circumstances. If we have to close unexpectedly we will give as much notice as possible.

Payment is required if your child is absent through sickness or holiday. Payment is required if your child attends for part of a session

There are no concessions for attending other after school activities, other than off site sports tournaments or school catch up sessions.

Failure to keep your account up-to-date will result in your child's place being terminated immediately (see debt procedure).

- I agree to deliver and collect my child safely and timely and ensure they are signed in and out daily.
- I understand that I must let OOSC know if my child will be collected late, and that failure to collect my child from OOSC by 6pm will result in a late collection fee. Collection between 6.00pm and 6.30pm = £10. Thereafter £10 per 15 minutes calculated from 6.30pm.
- Persistent lateness will result in the place being withdrawn.
- Persistent debt will result in the place being withdrawn.
- I agree to notify OOSC/Nursery if my child will be absent (for safeguarding purposes).
- I understand that I must give 2 weeks written notice to cancel/alter sessions or days unless my child is excluded.
- I understand that fees are still chargeable until the end of the 2 weeks written notice period.
- We will endeavour to accommodate ad-hoc alterations to sessions but cannot guarantee this, due to ratios, staffing etc. Please give as much notice as possible.
- Any additional ad-hoc sessions must be paid for at the time of booking in order for the place to be reserved.
- I undertake responsibility to keep OOSC/Nursery up-to-date with any medical information and emergency contact numbers regarding my child.
- I understand all policies and procedures can be viewed upon request.
- I understand that Nursery, R and KS1 children are escorted to and from OOSC; KS2 children are directed.

Parent/Carer Name: _____

Signed: _____

Date: _____

Please retain a copy of the contract for your records.

I have read and understood the enclosed Debt Procedure/Jan 2024 price list.

Parent/Carer Name: _____

Signed: _____ Date: _____



**St Michael's Church of England Primary School
Out of School Club/Nursery
Debt Procedure**

St Michael's OOSC offers quality childcare to children from 3-11 years. For this service to be maintained it must remain financially viable.

It is therefore important that debts owed by parents/carers for childcare are collected in a timely manner.

(Whoever is detailed on the parental contract is responsible for payment of fees. Please speak to Miss Moore if you wish payments to be split between parents).

It is vital that families do not allow arrears to arise.

1. **Fees are payable at least weekly in advance.** As the provision is term time only, all fees must be paid by the end of **each** term.
2. The accounts will be reviewed on a weekly basis.
3. If any family accrues arrears of two weeks or £150.00 whichever is the lower, they will be contacted to make arrangements to pay off the debt.
4. If the re-payment arrangements are not adhered to the childcare place will be reallocated and action will be taken to recover the debt via a firm of Solicitors.

Club	Provision	Cost from Sept 2023
Breakfast from 7.30am	Breakfast club includes a light breakfast and drinks.	£4.75 per child per day
Breakfast from 8am	Breakfast club includes a light breakfast and drinks.	£3.75 per child per day
Full time nursery (if not eligible for extended government funding) Lunch club for full time Nursery with government extended provision funding	(a choice of hot or cold lunch from the school kitchen) (a choice of hot or cold lunch from the school kitchen)	Total cost of extended provision and lunchclub: £18.50 per child per day PLUS Optional £2.15 payable via Weduc for the school meal (or you can provide a packed lunch) £4.00 for lunchclub PLUS Optional £2.15 payable via Weduc for the school meal (or you can provide a packed lunch)
Afterschool Club to 6pm	Includes a light snack and drinks.	£8.50 per child per day

Prices correct for Sept 2025 (subject to annual review)

OOSC Admission Form



Child's Personal Details:

Surname:	Forename:
Other Names:	Chosen Name:
Male/Female:	Date of Birth:
Address (inc postcode):	
Who has parental responsibility? Mother ☐ Father ☐ Both ☐ Other (please specify, eg. local authority, guardianship etc)	

1st Contact

Name:	
Dr/Mr/Mrs/Ms/Miss	
Relationship to child:	
Address if different:	
Home tick If main no.	
Work tick If main no.	
Mobile tick If main no.	
Email:	

2nd Contact

Name:	
Dr/Mr/Mrs/Ms/Miss	
Relationship to child:	
Address if different:	
Home tick If main no.	
Work tick If main no.	
Mobile tick If main no.	
Email:	

Please tick:

	I consent for staff to apply sun cream to my child in hot weather
	I consent to treatment as deemed necessary by a qualified practitioner, or first aid being administered to my/ son daughter, should an emergency occur at a time when my consent to the particular treatment cannot otherwise reasonably be obtained.
	I consent to photographs of my child being used within OOSC for educational purposes/displays/WEDUC
	I confirm my child's pre-school vaccinations are up to date, and I will provide details if requested to do so.

Medical

Doctor's Name	
Address	
Medical Problems	
Dietary Needs	

If OOSC are to administer medicines please ensure a separate medication form is completed for each medication.

Please tick alongside relevant description for Ethnicity, Religion and First Language:

Internal Code	Description	Religion	Language
WHB	White British		Not known
WHR	White Irish	ANG	Bengali
WHT	Traveller – Irish Heritage.	BPT	Cantonese
WHA	Any other White background.	CHR	English
WRO	Gypsy/Roma	HIN	Greek
MWB	White/Black Caribbean	JEW	Gudjurathi
MBA	White/Black African	MTH	Hindi
MWA	White/Asian	MUS	Italian
MOT	MOTH – Any other Mixed Background	NON	Other
AIN	Indian	OTH	Panjabi
APK	Pakistani	ROC	Portuguese
ABA	Bangladeshi	SKH	Spanish
AAO	Any other Asian	URC	Turkish
BLB	Black Caribbean		Urdu
BLF	Black African		
BLG	Any other Black Background		
CHE	Chinese		
OEO	Any other Ethnic Group		
REF	Refused		
NOT	Information Not Obtained.		

PASSWORD: _____ to be used if someone other than the contacts overleaf are collecting your child – please advise OOSC staff whenever anyone different is collecting your child.

Signed: _____ (parent/guardian) Dated: _____

This personal information will be held securely and will be used only for local authority purposes. I agree to the local authority using this information to check for eligibility for free school meals and pupil premium.
The data being collected, controlled and processed is in line with current Data Protection Legislation

