

# CHELLASTON JUNIOR SCHOOL

Maple Drive

Chellaston

DERBY DE73 6PZ

Telephone 07910 225663

S.woolley@chellastonjuniors.org

Manager: Mrs Sarah Woolley



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## THE ZONE

### Contract with parents

Date \_\_\_\_\_ Parents' Name(s) \_\_\_\_\_ Child's Name \_\_\_\_\_

Parents register their children with The Zone on the understanding that we provide day care facilities on Chellaston Junior School (CJS) grounds. We agree to provide such services upon the terms and conditions stated in the following contract, and in line with CJS and The Zone policies and procedures.

Parent's understand that any persons collecting their child from The Zone must be above the age of 16 years. Parents need to inform staff of any new adults collecting their child to ensure the safeguarding of their child.

In consideration of the provision of day care facilities the Parents shall pay The Zone as follows

1. Fees are payable online in advance. Parents will be given a log on name and password (which can be personalised). The sessions used at The Zone will be uploaded daily onto each child's account and can be viewed through 'Payment history' on Parent Pay. Parents must pay weekly or monthly in advance. Parents accounts will be monitored to ensure payments are kept up to date. Any arrears will result in your child's place being suspended until the account is paid in full.
2. Parents paying by childcare voucher, government tax free, universal credit or equivalent must inform the manager that fees will be paid this way.
3. The registration fee is £10.00 which is non-refundable.
4. A deposit of £50 is payable prior to your child starting to ensure your account is in credit.
5. CHARGES FOR CANCELLATION. **Term time:** There is a £5 charge if you cancel after 6pm the day before for breakfast club and by 12 noon for an afternoon session on the day you have booked. **Holiday club:** There is a £10 charge if there is less than 24 hours working days' notice given to any holiday club sessions booked (i.e. cancellation for a Monday would need to be given as notice by 9am on the preceding Friday etc) **Sessions not cancelled:** will incur the full charge.
6. The Zone fees are subject to change. The Zone will give one months' notice of any change.
7. 7 days' notice where possible is required for any changes to your child's sessions. This is so that The Zone can keep staff child ratios in line with the legal ratios.
8. All children must be collected and off school premises by 6pm to comply with The Zone certificate of registration. **Children collected late will be charged £5 for every 10-minute period.**
9. The Zone will send out holiday booking forms through your Parent pay email prior to each school holiday as we DO NOT automatically book your child a place. Holiday

club is a first come first served basis so please return your child's booking form as soon as possible to guarantee a place.

10. Trips during holiday club: Parents are reminded that they pay for trips on parent pay to guarantee a place. There are limited places and once the trip is full, the trip details will be removed from ParentPay
11. "The Zone" is open between the hours of 7.30-6pm Monday- Friday, Closed Bank Holidays and for some of the Christmas period.
12. The parents agree to complete the Admissions Form and report immediately to the Manager any changes of circumstances.

With the aim of providing a quality service to your child and family we have a child protection policy. Within this policy parents are required to notify staff of any injury sustained by the child outside of our centre in order to establish the injury did not occur whilst the child was in our care. In turn staff will provide information on any accident or injury, which may have been sustained while in our care. In line with local child protection procedures, we have a duty to inform social services of any child Protection concern about the child in our care. Our designated safeguarding team here at "The Zone" and CJS would be involved with this.

#### TERMINATION OF CONTRACT

The termination of this contract requires 2 full weeks' notice by email or letter to the manager.

- After continued unexplained absence of two weeks, if not informed, your child's place will no longer be available.
- THE ZONE may terminate the contract by giving parents two weeks written notice, unless misconduct of any kind committed to either staff or children.
- In the case of misconduct termination will take place with immediate effect.
- Non-payment of fees (of two weeks) will result in termination with immediate effect.

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#### ACCEPTANCE

Signing a copy of this statement will signify acceptance of its terms.

I/We accept the conditions applicable to the registration of my child with The Zone. I/We have read and understood the information set out in The Zone's partnership with parents contract and Agreement together with CJS Policies and Procedures and accept these comprise my/our contract and Agreement with the Zone.  
The Zone reserve the right to amend this contract and this will be conveyed to you in writing.

Signed by the parents: \_\_\_\_\_

Signed on behalf of The Zone \_\_\_\_\_ Date \_\_\_\_\_