



Burrows Club regular booking parent contract

I commit to the following in relation to the agreed regular booking sessions for my child as outlined overleaf:

Invoices are calculated to the last Friday of each month and invoices will be issued in advance of each month. Invoices to be paid promptly and in full, no later than the end of the first week of each invoice month. All invoice payments will appear on SchoolMoney for payment at the same time that the invoice is issued each month.

Payment must be made online via SchoolMoney or with childcare vouchers – please contact the school office if you are new to paying with childcare vouchers to check that the school is set up to receive the childcare vouchers of your choice. When a childcare voucher payment is received by the school office, the total paid will be put onto SchoolMoney and a receipt will be texted or e-mailed to you.

Cancelled sessions will **still be charged**. No refunds will be given unless the reason for absence is an organised school trip. This applies to holidays taken during term-time and children who choose to attend an after-school club – Burrows Club sessions must be paid, or the place may be given to another child on the waiting list.

If you wish to make changes to the **regular** booking sessions agreed overleaf, 2 weeks or 10 school days' notice must be given.

In the event of any changes to the regular booking, (additional or reduced Burrows Club sessions), a new contract must be signed.

Refunds will be given for children who are absent due to school-led Residential trips **not** holidays– please e-mail Burrows Club if you wish to request a refund for this reason. It is the parent's responsibility to request a refund in these circumstances.

If you require any additional sessions, please e-mail the Burrows Club or phone the Burrows number above / school office, before sending your child to Burrows Club. This is to ensure that we have space to accommodate your child within the statutory staff ratios. Extra sessions will appear on the following month's invoice for payment.

Burrows Club charges may periodically be subject to price increase. Notice of at least a month will be given of any changes to the pricing structure.

Please notify Burrows Club via email or phone if your child will not be attending any session or if somebody different is collecting your child.

I/ We give permission for the child named overleaf to watch a U or PG-rated film, as part of the Burrows Club activities.

YES / NO Please circle/delete as applicable

Signed.....

Date.....