



Perton Primary Academy
Sandown Drive
Perton
Wolverhampton
WV6 7PS
01902 742686
acorns@pertonacademy.co.uk
Headteacher: Ms. L. Small



Perton Primary Academy Nursery Pre-School and out of School Club Booking Form

2020-2021

Breakfast Club (2-11 year olds)

10% sibling discount applied to second child (Wraparound)

Breakfast Club	7.30am-7.45am £1.00	7.45am-8.45am £4.00
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

After-School Club (2-11 year olds)

After School Club	3.00pm-4.00pm £4.00	4.00pm-4.30pm £2.00	4.30pm-5.00pm £2.00	5.00pm-5.30pm £2.00	5.30pm-6.00pm £2.00
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Wraparound Nursery and Pre-School (2-4 year olds)

Wraparound	Morning Session 8.45am – 11.45am £12.00	Lunchtime 11.45am – 12.15pm £2.00	Afternoon Session 12.15pm – 3.15pm £12.00
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please note that the lunchtime session does not include lunch. You may provide your child with a packed lunch or pay £2.30 for a hot dinner. This must be paid in advance through ParentPay.

Child's Name: _____
Start date _____

**Perton Primary Academy
Nursery Pre-School, Breakfast and After-School Club
Terms & Conditions**

- Perton Primary Academy Breakfast and After-School Club is open to pupils attending Perton Primary Academy, former Perton Primary Academy pupils aged 11, and under who attend Perton Middle School.
- All booking forms must be completed and submitted before attending the provision.
- All bookings must be made in advance on a monthly basis. This allows the academy to plan ahead. Failure to submit the form by the given date may result in a place being unavailable.
- All payments must be received by 1st of each month through ParentPay or a voucher scheme, invoicing is done on a monthly basis. We are currently registered with Kiddivouchers, Edenred, Computershare, Care-4, Sodexo, Co-op, Tax free childcare and The Salary Exchange. Please let a member of staff know if you use a different voucher scheme and we will seek to register with them as a provider.
- All bookings cancelled with less than one month's notice are non-refundable.
- The fees are £12 per session and £4 per hour for wraparound.
- Late payment fees are charged at 15% from the end of the due payment date. If fees are not paid within 2 weeks of the due date, there is an additional £20 administration fee.
- If you require a reprint of your invoices or a letter for HMRC there will be a standard £25 administration fee.
- Fee increases will be announced 6 weeks in advance.
- Children must be collected by the end of the session for which they are booked.
- Late collection fees are charged at £5.00 per child per 15 minutes and £10.00 per child per 15 minutes after 6.00pm to cover the costs of the two members of staff that are legally required to stay.
- If a parent/carer is late due to unforeseen circumstances they must notify the academy on 01902 742686 as soon as possible.
- Parents/carers must complete registration form and provide emergency contact details.
- It is the parent/carer's responsibility to notify the office staff, in writing of any change of work place, home address, telephone number or email address.
- Children will not be released into the care of an adult who is not named as a contact on their registration form unless the school is informed and a password provided.
- Water is available throughout all sessions.
- A healthy breakfast will be provided before school and a light snack will be provided after school however, this does not replace the evening meal.
- It is the responsibility of the parent/main carer to ensure that staff are notified in writing of any medical condition a child has.
- Should a child be on prescribed medicine, it is the responsibility of the parent/main carer to notify the academy and to sign the necessary care plan if medicine needs to be administered during their time at the academy.
- Any child suffering from sickness/ diarrhoea must not attend for 48 hours after the last episode.
- We want all children to enjoy their time at our clubs. We expect the highest standard of behaviour at all times. Persistent disruptive behaviour will result in childcare being withdrawn.
- Staffordshire University Academies Trust & Perton Primary Academy's policies apply.

I have read and understood the conditions set out above and agree to abide by them. I understand that failure to do so may result in my childcare place being withdrawn.

Parent / Main Carer's Name: _____

Relationship to Child: _____

Signed: _____ Date: _____