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**Contract**

**Pegasus After School Care**

**Afterschool club 2pm – 5.45pm**

The children are collected at the end of their school day by a member of the Pegasus Team. They will all sit down together to have a healthy afternoon snack and catch up on their school day. This is a social time for the children and an opportunity to make friends with children from other year groups too. After snack there are a variety of activities for your child to engage in, such as; arts and crafts, games, as well as story time and free play. There is also a quiet area where your child can do their homework. During the afternoon we will also have use of the outside area (weather permitting). At the end of the day the children will all come together and engage in one big activity or watch a dvd together.

* The Afterschool Club will run during Term Time from 2pm – 5.45pm when school is open.
* For a late pick up which passes the hour the child is booked in for, charges apply for the additional hour.
* We would ask that the 5.45pm pick up time be STRICTLY adhered - there will be an additional charge of £20 per child for late pick up.
* When schools finishes at 12 noon (end of term) Pegasus will close at 5.45pm. Again this will depend on the number of children attending whether or not this service will be available on those days.
* Fees should be paid one month in advance – a payment forecast is provided each term with payment deadlines.
* Cash or Cheque is acceptable. All cheques should be made payable to “Pegasus After School Care” and put in a named envelope for the attention of Pegasus After School Care.
* If your child is off sick, charges still apply. Discretion will be applied in the case of long term illness.
* As we do not charge a retainer for places from year to year or indeed term to term we would ask that, if your child does not attend Pegasus for any other reason than long term illness\*\* that the place is still paid for as staff rotas and resources are prepared 4 weeks in advance. If there is going to be a change to the pattern of attendance we would ask that this would be a month in advance.
* If your child is registered in Pegasus from the end of the school day, they are able to avail of after school activities without charge and a member of the Pegasus team will make sure they are picked up from class and dropped off to the activity. Afterwards they will be collected and brought into Pegasus.
* One month notice should be given in writing to terminate your contract or one month fees will be charged in lieu.
* All School Policies will apply to our After Schools Care.

All of the above guidance and information has been put in place to avoid embarrassment or indeed confusion regarding arrangements and expectations.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to all the above information and arrangements for my child to attend Pegasus After School Care.

Signed Parent/ Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Signed Pegasus Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

\*\* Special circumstances will be taken into consideration by the committee.