



HARVILLS FUN ACADEMY PARENT AGREEMENT

Price & Time Guide

Morning Place between 7.45am and the start of school - £2.50 per day

Evening Place from the end of school until 6pm prompt - £5.00 per day

Morning and Evening place - £7.50 per day

Late fees £1 per minute after 6pm

eg: late collection at 6.15pm would incur an additional £15 charge

Fees must be paid by the end of the week in which my child visits Harvills Fun Academy and failure to do so would result in the service being withdrawn until these fees are paid.

I am aware that if I am late collecting my child 3 times in one term the service will be withdrawn.

I am aware of the above price and time guide and that fees have to be paid in full by the end of the week that my child visits Harvills Fun Academy. **I am aware** that failure to do so will result in the service being withdrawn.

Signed _____

Booking Children in to Harvills Fun Academy

- Book in advance direct with the staff in Harvills Fun Academy
- Book by telephone via the school office between 7.45am and 2.30pm

I am aware that telephone bookings have to be made prior to 2.30pm and that Harvills Fun Academy can not guarantee bookings beyond this time and my child may be refused booking.

Signed _____

Contact Details & Medical Needs

- Any changes to contact details and medical needs must be passed to Harvills Fun Academy staff **as well** as the school office staff.

I am aware that any changes to my child's contact details and medical needs must be passed to Harvills Fun Academy staff as well as the school office staff.

Signed _____

Safeguarding Procedures

- Parents/Carers must sign children in and out of the Harvills Fun Academy.
- Only Parents/Carers who are listed as approved contacts will be allowed to collect children.
- If due to circumstances out of your control you are unable to collect your child you must contact the school on 0121 557 1034.
- Parents/carers who are not contactable for what ever reason by 6.30pm will be referred to social services and future service from Harvills Fun Academy will be withdrawn.
- All Policies will be available on request from Harvills Fun Academy.

I am aware that failure to comply with any of the above procedures will result in my child's place at Harvills Fun Academy being withdrawn.

Signed _____

FOR HARVILLS FUN ACADEMY USE ONLY:

Received by: _____ Signature: _____

Date: _____