



Parent-Acorn Wraparound Care Contract

This Agreement is made between Acorn Childcare Centre (“the Club”) and the undersigned parent(s)/guardian(s) (“the Parent”) regarding the provision of Out of School Club services for the child named below.

1. Child Details

Full Name of Child: _____
Date of Birth: _____
Parent/Guardian Name(s): _____
Address: _____
Contact Number(s): _____
Email Address: _____

2. Sessions and Fees

The Club operates the following sessions:

Session	Times	Fee
Breakfast Club	7:30am – School Start	£7.60 per session
After School Club	School Finish – 6:00pm	£16.90 per session
Holiday Club	9:00am – 3:00pm	£30.80 per session
Holiday Club	7:30am – 6:00pm	£48.40 per session
Holiday Club short day add ons	7:30-9:00am 3:00-6:00pm	£7.70 per session £15.40 per session

All children attending the Out of School Club are required to pay a £100 deposit.

The deposit is refundable once the child no longer requires our care, provided all invoices have been paid in full.

3. Payment Terms

- All sessions are invoiced monthly in arrears and must be paid within 15 days
- Fees will not be waived under any circumstances unless within the cancellation policy, including sickness, or non-attendance.
- Accepted payment methods: BACS, cash, cheque, Childcare Vouchers, or TFC (Tax Free Childcare Vouchers)
- Non-payment of fees may result in withdrawal of the child’s place.
- It is the parent’s responsibility to notify the office if a sibling discount is required. Discounts cannot be applied retroactively.

4. Cancellation Policy

- The Club requires a minimum of 48 working hours’ notice to cancel a booked session.
- Cancellations made after this period will incur the full session fee.
- All cancellations must be submitted via email to: enquiries@acornchildcarecentre.co.uk

Please find cancellation guide on following page



Session Type	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club	By 07:30am on previous Thursday	By 07:30am on previous Friday	By 07:30am on previous Monday	By 07:30am on previous Tuesday	By 07:30am on previous Wednesday
After School Club	By 15:00 on previous Thursday	By 15:00 on previous Friday	By 15:00 on previous Monday	By 15:00 on previous Tuesday	By 15:00 on previous Wednesday
Holiday Club	By 07:30am on previous Thursday	By 07:30am on previous Friday	By 07:30am on previous Monday	By 07:30am on previous Tuesday	By 07:30am on previous Wednesday

5. Behaviour Management

- The Club operates a traffic light system to manage behaviour:
 - Green: Positive behaviour
 - Amber: Warning / reminder
 - Red: Persistent or unsafe behaviour
- Should a child's behaviour be deemed unsafe for themselves, other children, or staff, the Club reserves the right to request immediate collection of the child.
- Parents are expected to support the Club's behaviour management policies and encourage their child to adhere to the Club's expectations.

6. Health, Safety, and Wellbeing

- The Club maintains the safety, welfare, and wellbeing of all children and staff as a priority.
- The Club reserves the right to adjust sessions, reduce hours, or terminate a child's place if necessary to maintain a safe environment.

7. Allergies, Medical Information, and Safeguarding

- Parents/guardians are required to inform the Club of any allergies, medical conditions, or dietary requirements their child may have.
- Any changes to a child's medical needs, allergies, or safeguarding concerns must be communicated to the Club immediately.
- The Club cannot be held responsible for incidents that occur as a result of not receiving accurate or up-to-date information.
- Parents/guardians must also notify the Club of any safeguarding concerns or changes in circumstances that may affect the safety or wellbeing of the child or other children.

8. Acknowledgement of Policies and Fees

By signing this Agreement, the Parent/Guardian confirms that:

1. They have read, understood, and agree to the procedures outlined in this contract.
2. They acknowledge and accept that fees will not be waived for absences or late notice.
3. They have read and understood the cancellation policy, including the requirement for 48 hours' notice and the applicable deadlines for each session, and accept that sessions cancelled after the required notice period will be charged in full.
4. They understand and support the Club's behaviour management system.
5. They understand the deposit policy and agree to the terms outlined regarding its refund.
6. They have read and understood the Club's admission and charging policy.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Office Staff Name: _____

Signature: _____

Date: _____

