



### **Registration for Child Seasons Out of School Clubs for the Academic Year 2017 - 18**

Our Out of School Club based at Kerr Mackie Primary School is limited up to 35 places. Therefore, to ensure a fair process, applications are on a first come first served basis. Please complete and sign an application form and return to the Out of School Club to be processed, followed by a phone call to confirm your child's place and discuss payment methods.

**Prices:**

Monday to Friday:      £9 per session

**Times:**

3.25pm – 6pm

**Fees:**

Fees are calculated for the academic year from September to July (39 weeks term time only), excluding the school holidays, bank holidays and training days.

Fees are paid directly into our bank account by Standing Order (this is our preferred method of payment). Standing Order payments should be paid over 11 monthly equal instalments in advance. The first payment will be due on the 1<sup>st</sup> of September and the last payment on the 1<sup>st</sup> July. Please contact your bank to make the necessary arrangements.

For those parents that pay using Child Care Vouchers, please use the same method as the Standing Order payment stated above.

For cash and cheque payments, an administration fee of £3.50 per child/family per month will be charged. Payments are to be divided over 11 monthly equal instalments due on the 1<sup>st</sup> of each month.

For those families that use the play schemes, a payment is required by cash or cheque on the first morning of your child's attendance. There will not be any charge for administration, due to a separate payment system in place.

Please note our bank details are as follows:

- HSBC                      Child Seasons                      Sort code: 40-27-14                      Account Number: 01445324
- Please use your child's name and school as a reference

Please do not hesitate to contact us if you require any further information.

Kind Regards  
**Child Seasons**