



Name(s) of child(ren).....

Class(es) Date.....

AFTER SCHOOL CLUB – BOOKING FORM

Any booking forms received without payment may mean bookings cannot be guaranteed.

Please indicate which day, date and sessions you require.

Day	Date	Half Session	Full Session	Paid
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Amount Paid :				

Your child does not have to attend the after school club every day.

- Please ensure that payment is made when booking.
- A refund will only be given with cancellation of club before 1pm on the date booked.
- Early booking is advisable as staff to children’s ratios need to be met.
- Charges will apply for late collection (see overleaf for full list of charges).

Following is information on our charging policy for the After School Club:

Care from 3.15pm until 4.30pm: £5 per child

A snack of fruit and or a biscuit and a drink is provided at around 3.15pm

Care from 3.15pm until 6.00pm: £10 per child

In addition to above, a light meal is provided at around 4.45pm

Booking

Please try to avoid booking children into the After School Club on the day of the required session. It is preferable for us to receive bookings at least a week in advance to avoid exceeding statutory ratios, However, we would always try to accommodate children in the case of an emergency.

Timings

- If you book a session and collect your child earlier than booked unfortunately we will not be able to give you a refund (unless you have contacted us before 1pm to advise of the change in collection time).
- Children that are collected late when booked for a half session will be charged for the cost of a full session - £10 per child.
- If you collect your child from a full session after 6.05pm then we are introducing a charge of £2, which will increase by £2 every 15 minutes.
- We would be grateful if you could aim to collect your child for 5:55pm, as by the time they have collected their belongings and you have signed them out it is often 6pm.
- If parents are repeatedly late then we reserve the right to refuse a place for that child in the future.
- Because of food preparation and staffing ratios, if you book a full session and then collect your child/children earlier than booked you will **NOT** be given a refund.

Please contact the school via the office if you are going to be late collecting your child. The office is open between 8:15am-4:45pm and you are able to leave a message on the answering machine should you call after this time.

It is the club’s right to refuse a place to any child that is not collected at the specified times.