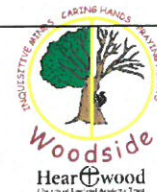




Woodpeckers Before & After School Club



BOOKING FORM

Name of Child: Year:

Week Commencing: Ad hoc Booking Date:.....

I wish my child to attend the following sessions and agree to pay fees as set out in the terms and conditions.

Please tick sessions required-

Please Tick	MON	TUES	WED	THURS	FRI	TOTAL SESSIONS
Breakfast Club 7.30-8.45 am £3.75 per session						
Breakfast Club 8.00-8.45 am £2.50 per session						
After School Option 1 3.25pm - 4.30pm £3.50 per session						
After School Option 2 3.25pm - 5.00pm £ 5.25 per session						
After School Option 3 3.25pm - 5.30pm £7.00 per session						
After School Option 4 3.25pm - 6.00pm £8.75 per session						

Please tick the terms required for the above sessions.

Autumn Term Spring Term Summer Term All Terms

In the case of 'All Terms' being selected, bookings will remain constant and sessions will be reserved for each half term. Sessions can only be changed or terminated if notice is given, in writing as set out in the terms and conditions.

Ad Hoc Booking

Declaration: I confirm that I have parental responsibility for the above child named above.

I have read and agree to the attached Terms and Conditions.

All of the personal information we hold is held and processed in accordance with data protection legislation. Please refer to the Privacy Notice on our website (www.woodside-ce-school.co.uk) for details of how personal information is held.

Parent/Carer: Signature:.....

Date:

Payments can be made online with your SchoolMoney account, cheque (made payable to Woodside Primary School) cash, or childcare vouchers. Unfortunately, there will be **no** reimbursement for any sessions missed without notice as set out in the terms and conditions. Due to staffing ratios, we cannot accept any child who has not been booked into a session.

Terms and Conditions

Revised May 2018

1. A registration form must be completed before your child attends Woodpeckers before & after School Club, this is a safeguarding requirement.
2. Bookings will be available to view and pay on the 'Schoolmoney' system at the beginning of every half term and all payments must be made in FULL before the end of the new half term. (Payment via cash, cheque and childcare vouchers are also accepted). The Club Manager reserves the right to withdraw any child if their account is not paid by the end of the half term.
3. Children will be provided with a drink and healthy snack, unless otherwise requested. He/she will also have access to drinking water as and when required.
4. Please note Woodpeckers' opens from 7.30am, we cannot allow entry before this time. Early arrival for the 8.00am session will be charged at the earlier 7.30am session.
5. I consent to my child attending Woodpeckers Before & After School Club and understand that Woodside C of E Primary School manage this club in accordance with policies in place within the school.
6. I understand that Woodpeckers Before & After School Club is a wrap-around care service and that Woodside C of E Primary School will be responsible for my child whilst in attendance. If my child attends an afterschool club or activity, the staff of that club will have responsibility for my child during his/her attendance at it until Woodpeckers Before & After School Club staff collect him/her.
7. I understand that there is **NO** reimbursement for any sessions missed, unless 24hrs notice is given by text, telephone or email. I agree to notify the Manager by telephone if my child will not be attending a session that day which has been previously booked.
8. Prompt collection is required at the end of the booked session, I understand that I will be charged for the next session if I am late collecting and understand the last session ends promptly at 6.00pm, late fees will apply at the rate of £1 per minute after 6.00pm.
9. If I do not collect my child by 6.00pm and staff have been unable to reach me or any other emergency contact, I understand that the staff will follow the school's procedure for uncollected children held within the Safeguarding policy. (available to download from the school website)
10. I have read the school's Behaviour Policy and understand that the staff working within Woodpeckers Before & After School Club will adopt the main principles held within it. Children are expected to show good behaviour and respect to staff and other children. I understand that if staff have any concerns regarding my child's behaviour they will notify me the same day.
11. In line with school policy, Woodpeckers Before & After Club cannot accept responsibility for valuables.
12. The Club Manager reserves the right to withdraw any child if their account is not paid when due.
13. I understand that I will need to give one weeks' notice should I wish to change or cancel permanent sessions booked.

I confirm that I have read and understood the conditions above and understand that should my account fall into arrears, my child will not be able to attend and I will have to make alternative childcare arrangements.

Signature of Parent/Carer

Date