**THE AFTER SCHOOL KIDS CLUB LTD**

**If payment/1st instalment is not received by the 8th November, your place may not be confirmed and offered to a child on the waiting list.**

**Please return by**

**8th November 2024**

**Date form received by club**

**OTTERSHAW C of E INFANT AND JUNIOR SCHOOL**

##### TERMLY BOOKING FORM

**SPRING TERM 2025**

**Child’s Name Age Class**

**Parent’s Name Email**

**Telephone Number Emergency Contact Name & Number:**

**Password**

 **DOB**

 **BREAKFAST CLUB AFTER SCHOOL CLUB**

 **Please Tick in Boxes Required Please Tick in Boxes Required**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week Commencing** | **MON** | **TUES** | **WED** | **THUR** | **FRI** | **MON** | **TUES** | **WED** | **THUR** | **FRI** |
| **6th January** | **Inset Day** |  |  |  |  | **Inset Day**  |  |  |  |  |
| **13th January**  |  |  |  |  |  |  |  |  |  |  |
| **20h January** |  |  |  |  |  |  |  |  |  |  |
| **27th January** |  |  |  |  |  |  |  |  |  |  |
| **3rdFebruary**  |  |  |  |  |  |  |  |  |  |  |
| **10thFebruary** |  |  |  |  |  |  |  |  |  |  |
| **17thFebruary** | **\*\*\*\*** | **H** | **A** | L | F | T | E | R | M | \*\*\*\* |
| **24thFebruary** | **Inset Day** |  |  |  |  | **Inset Day** |  |  |  |  |
| **3rd March**  |  |  |  |  |  |  |  |  |  |  |
| **10th March**  |  |  |  |  |  |  |  |  |  |  |
| **17th March**  |  |  |  |  |  |  |  |  |  |  |
| **24th March**  |  |  |  |  |  |  |  |  |  |  |
| **31st March**  |  |  |  |   |  |  |  |  |  | End of Term |

 Child 1 Child 2 Child 3

No. of sessions for Breakfast Club at £ 5.80 = £ £ £

No. of sessions for After School Club \_\_\_ at £ 17.60 = £ £\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_ £ £ £

Registration fee please add £10 per child

Siblings discount (-10% for second & subsequent child) = **Total due £**

Payment by Bank transfer /Vouchers (**VOUCHER COMPANY NAME** ………………………….)

**Please use your child’s name as reference for payments.**

**Bank Details:** The After School Kids Club Ltd, HSBC, Sort Code 40-08-43, Acc Number: 71415395

I agree with the GDPR Privacy Policy - available on our website and on display at the club.

Signed Date:

The Club runs from 7:30 am to 8:45am and 3:05 to 5:30pm Mondays to Fridays.

**Telephone during Club hours only: 077 0109 8299**

**Our website address is** [**www.theafterschoolkidsclub.com**](http://www.theafterschoolkidsclub.com)

**Please be prompt in picking up your child. Late collection fee is £5 for every five minutes, after 5:30pm.**

**As we run independently to the school, you MUST advise us if your child is unable to attend.**

**We are unable to carry forward or refund sessions cancelled once they have been booked.**

**Booking Reminders:**

* **Payment is required at the time of booking.**
* Payment can be conveniently made in three monthly instalments, with the **first due upon submission of the booking form**, followed by the next instalments on the **first day of each subsequent month**.
* You can also opt for half-termly or termly bank transfer payments.
* Priority is given to children already attending and their siblings. We will allocate the Children on the waiting list after the Priority list is being completed.
* The club is now running to capacity and all places are now allocated on a first come first served basis. We are noting on the front of the forms what date they are received back to ensure this.
* If payment is not received by the date specified at the top of the form, your place will not be secured and offered to the next person on the waiting list.
* Any extra days required must be booked via an additional booking slip and paid for at least 24 hours in advance.
* As staffing ratios are set at the beginning of term to cover bookings received, we are unable to refund sessions already booked that you no longer require or carry these forward.
* Due to the increasing number of late collections, we are having to enforce our late fee, and persistent lateness may mean that we will be unable to accept future bookings.
* The notice period to withdraw your child from the Club is half term notice.

* Please let us know of any absences or Clubs to take place on the days your children attend the Club.
* Please remember to update your details such as new address, telephone number, email, contact information, passwords and Emergency collection arrangements at the time of booking,
* Please remember to send your child with the appropriate outdoor clothing ie: hat, gloves, coat, raincoat, jumper/cardigan.
* We require prompt payments.

Please discuss them with Ingrid Escorihuela, Club Manager, Tel: 07804895922.

Email: ingridesco@hotmail.com

* If you would like to pay by bank transfer, our bank details are:

 HSBC Bank,

Name: The After School Kids Club Ltd

Sort Code 40-08-43,

Account number 71415395

* If you would like to pay with Childcare vouchers, our Ofsted registration number is:

 Ofsted Registration Number: EY368758