**Please return by**

**9th JUNE 2023**

**Date form received by club**

**If payment is not received by the 1st August 2023, your place may be offered to a child on the waiting list.**

**THE AFTER SCHOOL KIDS CLUB LTD**

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

##### TERMLY BOOKING FORM

**AUTUMN TERM 2023**

Child’s Name Age Class

**Parent’s Name E-mail address**

**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** |
| **28th August**  | **School Holidays**  | **School Holidays** | **School Holidays** | **School Holidays** | **Inset Day** | **School Holidays** |  **School Holidays** | **School Holidays** | **School Holidays** | **Inset Day** |
| **4th September**  | **Inset Day** | **Inset Day** |  |  |  | **Inset Day** | **Inset Day** |  |  |  |
| **11th September**  |  |  |  |  |  |  |  |  |  |  |
| **18thSeptember** |  |  |  |  |  |  |  |  |  |  |
| **25th September**  |  |  |  |  |  |  |  |  |  |  |
| **2nd October**  |  |  |  |  |  |  |  |  |  |  |
| **9th October**  |  |  |  |  |  |  |  |  |  |  |
| **16th October** |  |  |  |  | **Inset Day** |  |  |  |  | **Inset Day** |
| **23rd October**  | **\*\*\*\*** | **H** | **A** | L | F | T | E | R | M | \*\*\*\* |
| **30th October**  | **Inset Day** |  |  |  |  | **Inset Day** |  |  |  |  |
| **6th November**  |  |  |  |  |  |  |  |  |  |  |
| **13thNovember**  |  |  |  |   |  |  |  |  |  |  |
| **20thNovember**  |   |  |  |  |  |  |  |  |  |  |
| **27thNovember**  |   |  |  |  |  |  |  |  |  |  |
| **4th December**  |  |  |  |  |  |  |  |  |  |  |
| **11thDecember** |  |  |  |  |  |  |  |  |  |  |
| **18thDecember** |  |  |  | **School Holiday** | **School Holiday** |  |  | **End of term** | **School Holiday** | **School Holiday** |

 Child 1 Child 2

No. of sessions for Breakfast Club …..….. at £ 5.25 = £ ……………. £ …………….

No. of sessions for After School Club ……... at £ 15.95 = £ …….……… £ …….………. £ …………… £ …………….

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 7.40am to 8:55am and 3:00 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.**

**PTO…**

**Booking Reminders:**

* 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.
* Priority is given to children already attending, their siblings and to the Children on the waiting list.
* Payment is needed at time of booking: 1st Instalment 15thJuly and 2nd Instalment 15th September.
* If payment is not received by the date specified at the top of the form, your place will not be secured and maybe offered to the next person on the waiting list.
* Any extra days required must be booked via an additional booking slip and/or confirmed by email 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 swap/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.
* We require prompt payments. You can set Half termly or Termly Bank transfer payments. Please discuss them with **Ingrid Escorihuela, Club Manager, Tel: 07804895922**,

 Email: ingridesco@hotmail.com so a plan can be set up.

* 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,

 **Ofsted Registration Number: EY368758**