****

**THE AFTER SCHOOL KIDS CLUB LTD**

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

##### TERMLY BOOKING FORM

**SPRING TERM 2024**

**Child’s Name Age Class**

**Parent’s Name Email 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** |
| **1st January**  | **School Holidays**  | **School Holidays** |  |  |  | **School Holidays** |  **School Holidays** |  |  |  |
| **8th  January**  |  |  |  |  |  |  |  |  |  |  |
| **15th January**  |  |  |  |  |  |  |  |  |  |  |
| **22nd January**  |  |  |  |  |  |  |  |  |  |  |
| **29th January**  |  |  |  |  |  |  |  |  |  |  |
| **5th  February**  |  |  |  |  |  |  |  |  |  |  |
| **12th February**  | **\*\*\*\*** | **H** | **A** | L | F | T | E | R | M | \*\*\*\* |
| **19th February**  |  |  |  |  |  |  |  |  |  |  |
| **26th February**  |  |  |  |  |  |  |  |  |  |  |
|  **4th March**  |  |  |  |  |  |  |  |  |  |  |
| **11th March**  |  |  |  |  |  |  |  |  |  |  |
| **18th March**  |  |  |  |   |  |  |  |  |  |  |
| **25th March**  |  |  |  |  | **School Holidays**  |  |  |  | **End of Term**  | **School Holidays**  |

 Child 1 Child 2

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

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

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, school term time only

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

**Telephone for out of hours: 078 0489 5922. Ingrid Escorihuela**

**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:**

* 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.
* **Payment is required at the time of confirmation of booking.**
* 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.
* 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 me 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 and passwords 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. You can set monthly, Half termly or Termly Bank transfer payments. Please discuss them with **Ingrid Escorihuela, Club Manager, Tel: 07804 895 922**,

 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, our Ofsted registration number is:

 **Ofsted Registration Number: EY368758**