

Harby C E Primary School
AFTER-SCHOOL CLUB - BOOKING FORM

Child's Name _____

Parent/carers name _____

Date _____ Do you wish to be contacted on the telephone numbers currently held by school? Y/N

Day	4.15pm @ £5.00	5.15pm @ £8.00	6.00pm @ £11.00	No. of weeks attending	Discount applied if applicable	Amount due	Method of payment Eg. School money/Chq/Cash/bank transfer/vouchers	Date payment will be received (within 14 days of session being taken)	Is your child taking part in after school activities on this day?
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
TOTAL									

*Discounts: £1 reduction per child if 2 or more children attend for a full session

*There is a £1 charge for adhoc sessions booked within 7 days notice to allow for potential additional food and staffing

***LATE CHARGE of £10 per child after 6pm prompt**

Fees can be paid via School Money (online payment facility), cheque (payable to LCC Harby CEPS), cash, childcare vouchers or bank transfers.

Weeks beginning

Please enter dates

I agree to the terms and conditions of the After School Club & will pay the charging tariff within 14 days of the sessions being taken

Signed _____

Harby CE Primary School After School Club - Terms and conditions

I agree:

- To complete a booking form for session required prior to sessions being taken
- To pay the charging tariff within 14days of sessions being taken
- To arrange for the collection of my child at 6.00pm prompt
- If collection is after 10 mins after the agreed pick up time I agree to pay for an additional session's child care should this extend into a further hour following this a further hours charge will be made. I understand that Social Services or the police will be contacted at 6.30pm if contact has not been made with yourself or any of the emergency numbers provided.
- To inform the After School Club of any absences, giving at least 7 days notice of intended absence. Fees will not be re-imbursed if this notice has not been given.
- I agree to all other emergency numbers being used to make contact.
- I agree to update the staff of any change in contact numbers or health issues that affect my child.
- I agree to arrange for collection of my child should they be ill.
- That should my child's behaviour be such as to endanger him/herself or others or that their behaviour is such that it is detrimental to the provision of child care. I will collect my child immediately and his future inclusion will be at the discretion of the After School Coordinator and in line with School Policy.
- Signed _____ Name _____