

AFTER SCHOOL CARE CLUB – APPLICATION FORM

Please return this form to the school office

CHILD'S NAME _____ CLASS _____ DATE of BIRTH _____

ADDRESS _____

PARENT(S) NAME(S) _____

TEL _____ (home) _____ (mobile) _____ (work)

Doctor _____ TEL _____

Emergency Contact 1

Emergency Contact 2

Does your child have a Special Educational Need? * YES / NO

**Please give details at the bottom or on the reverse side of this form of anything we should be aware of while taking care of your child including allergies.*

Dietary requirements _____

Constant medication required (e.g. inhaler) _____

Please list the authorised adults to collect your child _____

Please state times required for each day _____

Monday from 3.15 until _____ Tuesday from 3.15 until _____

Wednesday from 3.15 until _____ Thursday from 3.15 until _____

Friday from 3.15 until _____

SIGNED _____

DATE _____

Lingfield Primary School

After School Care Club

Terms & Conditions

Hours

The After School Care Club is open from 3.15pm - 6pm, you may book in 15 minute blocks.

Bookings

Any changes to your booking must be made in writing with half a terms notice. Late bookings will be accepted on a first come first served basis.

Termination

If either party wish to terminate this agreement, they must give the other not less than one half terms prior notice in writing. If you withdraw your child without giving sufficient notice you will still be liable for one half terms fees.

Fees

Fees are payable in advance prior to the start of each half term. Any additional use beyond your contracted hours will be added to the following half terms invoice. We reserve the right to refuse admission of your child if your fees have not been paid on time. Fees should be paid to the school office and not given to the after school club staff.

Absence

The After School Care Club is open and appropriately staffed during term time to provide a service to parents. Therefore, we regret that we are unable to give refunds or reductions to children who are absent due to sickness, holidays or attending other after school activities unless we have been notified in writing prior to the end of the previous half term.

Sickness

Please ensure your contact details are kept up to date in case your child becomes unwell while attending the after school club. In the case of emergency when parents cannot be contacted, we will transport the child to hospital with a senior member of staff. We will continue to attempt to contact parents.

I have read these terms & conditions and agree to abide by them

Child's Name:.....

Signed:..... Date:.....

(parent/guardian)