

BOOKING FORM 2017

(Please use separate form for each child)

Child's name:	Your name:
Requested start date:	Relationship to child:
Child's date of birth:	Regular booking / ad hoc (circle appropriate)
Contact telephone:	Email:
Class:	Year group:
Home address:	
	Post code:
	Signed:

We will always confirm a place for your child by email. Please note filling in this form does not guarantee a place at Stay and Play or Roosters. We keep to a strict ratio and will not be able to take children who have not been booked in.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club £5					
Stay and play 3.15-6.15 £11.50					
Stay and play 3.15-5.15 £16.00					

We will require a full registration form to be completed once your booking is confirmed.

Location and attending clubs

The clubs operate from the Stay and Play room. In the morning children enter through the rear gate. We use a buzzer system. Ring the bell and then a member of staff will let you in. After school junior children are allowed to walk to the club. Infant children are collected by a member of staff. If your child attends an in-school club on the day of booking we collect them and escort them to Stay and Play. If your child is not attending please text, email us or pop in. We do follow lost child procedures.

Booking, ad hoc bookings and late fees

We can only accommodate ad hoc sessions when we have space. FILLING OUT THIS FORM DOES NOT GUARANTEE A SPACE. Please wait for email confirmation. If you have a confirmed ad hoc space and then your child does not turn up you will still be charged for the session.

The school will invoice you a half term in advance. Payment is due the 2nd week of each half term via Parent Pay. Ad hoc bookings will now be invoiced. We do not accept cash as payment. A charge of £10 will be added for any child not collected by 6.15. An additional £10 will be payable every 15 minutes after.

T&Cs

- All children need to be fully toilet trained from Reception onwards
- Payment is due for the booking – even when the child is collected early or does not attend i.e. due to absence, play dates or holiday
- By signing this form, you are agreeing to the conditions set out, full T&Cs are available in your welcome pack.

STAY AND PLAY

Club phone number 07904548958

Email lauraj@harpendenacademy.org