



Booking Form Breakfast and After School Clubs

Spring Term 2A

RECEPTION - YEAR 6 ONLY



PLEASE COMPLETE THIS FORM TO PRE-BOOK SESSIONS

Name of child: _____

Class: _____

OPTION 1

Regular Booking
(excl. closures):

Every Week	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club	7.30	7.30	7.30	7.30	7.30
After School Club	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	3.15 / 4.30 / 6.00

Circle the sessions you require to book

Please tick the box if you would like to keep your child booked in for these sessions until further notice →

OPTION 2 Specific Dates

Circle the sessions you require to book

Week commencing	Club	Monday	Tuesday	Wednesday	Thursday	Friday
03/01/2022	Breakfast	SCHOOL CLOSED	7.30	7.30	7.30	7.30
	ASC	SCHOOL CLOSED	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	3.15 / 4.30 / 6.00
10/01/2022	Breakfast	7.30	7.30	7.30	7.30	7.30
	ASC	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	3.15 / 4.30 / 6.00
17/01/2022	Breakfast	7.30	7.30	7.30	7.30	7.30
	ASC	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	3.15 / 4.30 / 6.00
24/01/2022	Breakfast	7.30	7.30	7.30	INSET	INSET
	ASC	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	DAY	DAY
31/01/2022	Breakfast	7.30	7.30	7.30	7.30	7.30
	ASC	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	3.15 / 4.30 / 6.00
07/02/2022	Breakfast	7.30	7.30	7.30	7.30	7.30
	ASC	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	3.15 / 4.30 / 6.00
14/02/2022	Breakfast	7.30	7.30	7.30	7.30	7.30
	ASC	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	4.30 / 6.00	3.15 / 4.30 / 6.00

Club	Times	Cost	No. of days	Total	Grand Total
Breakfast Club	7.30am	£4.00			
Friday Homework Club	1.15-3.15pm (collection 3.15pm only)	£0.00			
After School Club	3.15-4.30pm	£5.00			
After School Club	3.15-6.00pm	£11.00			

Please sign to show you have read and understood the following:

I understand all payments are to be made through Parent Pay or at a Pay Point.

I understand that all bookings have to be made, by 2pm Friday of the school week before.

I understand that all sessions have to be paid, by 2pm Friday of the school week before.

I understand that all booked sessions still have to be paid for if my child is absent.

Signed _____ Parent/Carer Date _____



LITTLETON GREEN COMMUNITY SCHOOL
Before & After School Club
Terms and Conditions for Parent/Main Carer
(RECEPTION - YEAR 6 ONLY)



- * A booking form must be completed and submitted before attending the provision.
- * All bookings and payments must be made by 2pm Friday of the school week before with payments for sessions made through ParentPay or can be paid through a voucher scheme.
- * All cancellations must be made by 2pm Friday of the school week before in order for you to be reimbursed.
- * The fees are £4.00 per session for the Before School provision and £5.00-£11.00 per session for the After School provision.
- * Fee increases will be announced eight weeks in advance.
- * Littleton Green Before and After School Clubs are open Monday to Friday 7:30am - 8:30am and 3:15pm - 6:00pm.
- * Children must be collected by the end of the session for which they are booked. If booked for Friday's homework club children must remain in school until 3.15pm.
- * If a parent/carer is late due to unforeseen circumstances they must notify after school staff on 01543 227570 as soon as possible.
- * A late collection charge of £10.00 per fifteen minutes will automatically be applied to your account if the staff are not informed before 6.00pm. Persistent lateness will automatically incur the late collection charge.
- * Littleton Green Before and After School Care will be closed during school holidays.
- * Parents must supply the school with emergency contact telephone numbers and these must always be up to date.
- * It is the parent/carer's responsibility to notify the office staff, in writing, of any change of work place, home address, mobile telephone number or contact person.
- * Children will not be allowed to be collected by an adult who is not named as a contact on their personal record, unless the school is informed prior to the occasion. A password will be required.
- * Children cannot be collected by anyone under the age of 18 without written consent from the parent/carer.
- * Drinks will be made available to the children throughout the session.
- * Breakfast will be provided before school and a light snack will be provided after school for 6pm bookings, however this does not replace the evening meal, and will be dependent upon the time of collection of your child.
- * It is the responsibility of the parent/main carer to ensure that staff are notified in writing of any medical condition a child has.
- * Should a child be on prescribed medication, it is the responsibility of the parent/main carer to notify the office and to sign the necessary care plan if medicine needs to be administered during their time at After School Club.
- * We want all children to enjoy their time at Littleton Green After School Club. We will expect the highest standard of behaviour at all times. Persistent disruptive behaviour will result in childcare being withdrawn.
- * If Option 2 is selected, at the end of each half term you will be required to complete a booking form for the following term. This allows staff to plan for each term. Failure to submit the form by the given date may result in a place being unavailable.

I have read and understood the conditions set out above and agree to abide by them. I understand that failure to do so may result in my childcare place being withdrawn.

Signed: _____ Parent/Carer Child's Name: _____ Date: _____



After School Club List

Monday: Cooking, Sports Club (KS2 only) & Room Activities

Tuesday: ICT, Mini Motivators & Room Activities

Wednesday: Forest School (Y2-Y6 Only), Games Night & Room Activities

Thursday: Commando Joe's (Y1-6 only), Arts & Crafts & Room Activities

Friday: Dodgeball & Room Activities

Please write the club you would like your child to attend in the table below.

Bookings of certain clubs are subject to availability due to limited places.

Week commencing	Club	Monday	Tuesday	Wednesday	Thursday	Friday
03/01/2022	ASC	SCHOOL CLOSED				
10/01/2022	ASC					
17/01/2022	ASC					
24/01/2022	ASC				INSET DAY	INSET DAY
31/01/2022	ASC					
07/02/2022	ASC					
14/02/2022	ASC					

Please note these clubs are subject to change.