



# Littleton Green Communtiy School 30 Hours/Wraparound Booking Form 2022-2023

Childs Name: \_\_\_\_\_

Class: \_\_\_\_\_

|                           | Session Times     | Prices<br>(If required) | Days<br>(Please circle or highlight) |     |     |      |     |
|---------------------------|-------------------|-------------------------|--------------------------------------|-----|-----|------|-----|
|                           |                   |                         | MON                                  | TUE | WED | THUR | FRI |
| <b>Breakfast Club</b>     | 7:30am            | £5.00                   | MON                                  | TUE | WED | THUR | FRI |
| <b>Breakfast Club</b>     | 8.30am            | £1.00                   | MON                                  | TUE | WED | THUR | FRI |
| <b>Morning Sessions</b>   | 8:45am – 11:45am  | £12.00                  | MON                                  | TUE | WED | THUR | FRI |
| <b>Lunch Session</b>      | 11:45am – 12:15pm | £2.00                   | MON                                  | TUE | WED | THUR | FRI |
|                           | Hot Dinner        | £2.30                   | MON                                  | TUE | WED | THUR | FRI |
| <b>All Day Sessions</b>   | 8.45am – 3.15pm   | £24.00                  | MON                                  | TUE | WED | THUR | FRI |
| <b>Afternoon Sessions</b> | 12.15pm - 3.15pm  | £12.00                  | MON                                  | TUE | WED | THUR | FRI |
| <b>After School Clubs</b> | 3:15pm – 4:30pm   | £5.00                   | MON                                  | TUE | WED | THUR | FRI |
|                           | 3:15pm – 6:00pm   | £11.00                  | MON                                  | TUE | WED | THUR | FRI |

**Please tick which box applies:**

Continuous Booking  Specific Week  Week Commencing \_\_\_\_\_

The above sessions are: Payable  Funded

**(Please sign the Terms and Conditions overleaf)**



## Terms and Conditions for Parent/Carer Pre-School & Wraparound Care

- A booking form must be completed and submitted before attending the provision.
- All bookings for sessions must be made by 2pm Friday the week via the School Office.
- All payments for sessions must be made by 2pm Friday the week before via Parent Pay or can be paid through a Voucher/Tax Free Childcare scheme.
- All cancellations must be made by 2pm Friday the week before in order for you to be reimbursed.
- Booked sessions still have to be paid for if my child is absent.
- Fee increases will be announced eight weeks in advance.
- Children must be collected by the end of the session for which they are booked.
- If a Parent/Carer is going to be late for collection due to unforeseen circumstances they must notify the school on 01543 227570 as soon as possible.
- Persistent lateness will automatically incur the late collection charge of £10.00 per 15 minutes.
- 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, passwords will be required.
- Children cannot be collected by anyone under the age of 18 without written consent from the parent/carer.
- It is the responsibility of the Parent/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/Carer to notify the School Office and to sign the necessary care plan if medicine needs to be administered during session time.

**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.**

Name of child: \_\_\_\_\_

Signed Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_