



Littleton Green Communtiy School Pre-School/Wraparound Booking Form 2022-2023

Childs Name: _____

Class: _____

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