



## Littleton Green Community School Pre-School/Nursery/Wraparound Booking Form 2023-2024

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

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

	Session Times	Prices	Days (Please circle or highlight required sessions)				
Breakfast Club	7:30am	£7.50	MON	TUE	WED	THUR	FRI
Breakfast Club	8.30am	£2.50	MON	TUE	WED	THUR	FRI
Morning Sessions	9am - 12pm	£15.00	MON	TUE	WED	THUR	FRI
All Day Sessions	9am – 3pm	£30.00	MON	TUE	WED	THUR	FRI
Lunch	School Meal	£2.30	MON	TUE	WED	THUR	FRI
Afternoon Sessions	12pm – 3pm	£15.00	MON	TUE	WED	THUR	FRI
3.15pm Collection	3pm – 3.15pm	£1.25	MON	TUE	WED	THUR	FRI
After School Clubs	3pm – 4:30pm	£7.50	MON	TUE	WED	THUR	FRI
After School Clubs	3pm – 6pm	£15.00	MON	TUE	WED	THUR	FRI

**Please tick which box applies:**

Continuous Booking ☐ Specific Week ☐ Week Commencing: \_\_\_\_\_

The above sessions are: Payable ☐ Funded ☐

Funded: Think2/30-hour code: \_\_\_\_\_

Parent National Insurance Number: \_\_\_\_\_

**A code is not needed for 15 hours childcare from the term after the 3<sup>rd</sup> birthday.**

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



## **Terms and Conditions for Parent/Carer Pre-School/Nursery/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.**

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

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