

SUN SET CLUB – BOOKING FORM

Child's Name:

Child's Class:

For office use only

Date form received in school:

Numerical reference:



Sun Set Club costs £4.00 for the session from 3.30pm to 4.30pm or £7.00 for the session from 3.30pm to 6pm. Childcare fees are payable in ADVANCE of your child attending the club. Please note that your child's place may be cancelled where a payment has not been received. You will be invoiced on a Half Termly Basis and payment can be made either by ParentMail, the Government childcare scheme or employer's childcare vouchers. To apply for a place for your child please complete this form and return to the school office.

On which day(s) of the week and which session would you like a **REGULAR** place for your child?

Please tick:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DAY/S REQUIRED					
3.30pm to 4.30pm					
3.30pm to 6pm					

1) From which date would you like your child to begin attending the Sun Set Club? (Please note that we recommend giving at least 2 week's notice before you would like the place to commence.)

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2) Which method of payment would you like to use?

BACs	Government Scheme	Childcare Vouchers

3) Are there any special dietary requirements and/or medical conditions or any other information that our after school club staff should be aware of? Please tick:

Yes please give details below

No

I confirm that I agree to abide by the Terms and Conditions on the reverse of this form.

Signed: (Parent)

Date:.....

Sun Set Club – Abbots Green Academy - Terms and Conditions

General

1. Sun Set Club is open to children attending Abbots Green Academy in Reception Classes through to Year 6. The club is run by school staff.
2. The club is open from 3.30pm to 6pm Monday to Friday during term time only.
3. The club provides a safe place for children to stay after school with activities. A snack and drink are also provided at the club.
4. Children in Reception Classes through to Year 4 will be collected from their classroom and taken to the club at the end of the school day via a 'walking bus' system. Children in Years 5 and 6 are considered responsible enough to make their own way to the club.
5. Parents (or an authorised nominated persons) will be required to collect their child from the club at, or before, 4.30pm/6pm and will be asked to sign their child out of the club. The school's "Blue Slip" system authorising another adult to collect a child also applies at After School Club.

Bookings

6. Bookings must be made on the school's booking form available from the school office.
7. Enquiries regarding Sun Set Club should be made at the school via office@abbotsgreenacademy.co.uk.
8. A booking request can be made for a regular place only, e.g. every Monday – please note we no longer offer temporary/ad-hoc places. We aim to accommodate all requests made however places at the club are limited.
9. Priority will be given where a sibling is already regularly attending the club.
10. If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
11. Your child's place at the club will be confirmed in writing via ParentMail. Once your day(s) are confirmed you will be guaranteed your requested day(s) provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn (see sections 24 to 27.)
12. Please inform the school in writing if you no longer require your child to attend Sun Set Club. A notice period of two weeks is required. The school will confirm the date that the place has been cancelled from.
13. If your child will not be attending a particular session that they are registered for please inform the school office giving as much notice as possible – also see section 19.
14. In the event that you would like to change the days that your child attends Sun Set Club a new booking form must be completed with your updated requirements. The school will confirm in writing whether the new request can be met.
15. Should your child accept a place at a recreational after school club at Abbots Green on a day that they are also registered at Sun Set Club, their place at the club will be held for the duration of the other club. Please note however that payment will still be required in full for their Sun Set Club place throughout the duration of their non-attendance.

Payments

16. The charge for each session is £4.00 per child (3.30pm to 4.30pm Session) or £7.00 per child (3.30pm to 6pm Session) and you will be invoiced on a Half Termly basis. Payments can be made via ParentMail, the Government childcare scheme or childcare vouchers issued by certain employers
17. A late collection charge of £10 will be applied where a child remains uncollected at 4.30pm or 6pm (depending on the session that your child attends) See section 27.
18. Payments must be made in advance. Where a payment has not been received in advance a place at the club cannot be guaranteed.
19. Refunds/credits will not be given for non-attendance unless there are exceptional circumstances, or if the school cancels a session. This decision will be made by the school. Also see section 12 above regarding cancelling a place.
20. Unless it is requested by the school, children should not bring their own toys, games or any items of value onto the school site. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions

21. We are unable to administer medication to a child at the club (unless it is an Epi-Pen or an asthma inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office). It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with the child's name.
22. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to update the club in writing with any changes.
23. Children are not permitted to bring their own food to the club unless this has been agreed in writing by the school in advance of their attendance at the club.

Withdrawing an offer of a place

We reserve the right to immediately withdraw the child's place in the following circumstances:

24. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
25. Where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
26. Where payments have not been made in advance and arrears are accumulating we reserve the right to cancel the place with immediate effect. Action to recover any payments due will be taken as detailed in the school's Bad Debt Policy.
27. Where there has been more than one late collection charge payable – see section 17.