

Tadpole Farm CE Primary Academy Wraparound care booking form

Child's Name..... Date of Birth

Person responsible for paying fees: Name

Relationship to child.....

Address:

Postcode:.....

Sessions required

Day	Breakfast Club (7:30am - 8:50am) fixed cost £3.50	Lunch Club (Nursery Only) (11:40 - 12:20) £2	After School Club (3:30pm - 6:00pm) fixed cost £8
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please indicate shift pattern if appropriate.

This schedule forms part of the contract for wraparound care.

We are currently unable to provide holiday and INSET wraparound care due to the school staff running the care. Would this be of interest in the future.

A copy of this document will be returned to you to confirm when the space is booked and fees will then be due for one month in advance.

Office Use: Date Received..... Date Offered Space

PLEASE TURN OVER

DIETARY NEEDS : Please indicate any special dietary requirements or allergies here:

Emergency contact numbers for before and after school club.

These will only be used if we have been unable to contact you in a reasonable amount of time, given the situation. These people should be available to be contacted outside normal school hours

SURNAME		FORENAME	
Home Telephone Number		Relationship to child	
Mobile Telephone Number		Authorised to pick up?	YES / NO

SURNAME		FORENAME	
Home Telephone Number		Relationship to child	
Mobile Telephone Number		Authorised to pick up?	YES / NO

Persons authorised to pick up (Other than above)

Name: Relationship to Child:

Name: Relationship to Child:

Name: Relationship to Child:

Password to authorise pickup:

We will attach a copy of your child's information held by school to facilitate Lilypad eg Medical Conditions, Parental Information and Home Language spoken.

Billing Information

All invoices will be sent by email unless notified otherwise

email address:

Payment is due by 1st of the month in advance. Please be aware that a late charge (currently £10) may be added to your bill if not paid by the due date.

Terms and Conditions

I hereby consent for my child to take up a place at Lilypad. I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

Booking and cancellation

Term time. Once the booking form has been returned and spaces confirmed it means the days pre-booked are agreed and will be billed as per your contract. I understand if sessions are pre-booked and then cancelled due to the fact they are no longer needed for the term I need to give 1 months written notice or I will be invoiced for the remaining month.

Occasional cancellation must be made 24 hours before club to the school office by phone or email but will still be payable. I understand that if my child is absent through illness, holiday or for any any other circumstances then I will be expected to pay the set rate for that session as the fees are non-refundable. If for any reason the School need to cancel sessions, these will be credited back on the following month's invoice.

Payment

All monthly invoices are paid in advance and your bill for each month will be raised 10 days before the 1st of each month. The payment is due by the 1st of each month and any payments *made later than the 5th of the month will be subject to a £10 administration charge.* Any late collections after 6pm may incur a £10.00 fee to cover staffing costs.

I understand that persistent late or non-payment of fees may jeopardise my child's continued attendance at the Club.

I confirm that the information given above is correct, and I confirm I will contact the school office immediately if any of the details change.

Lilypad is operated as part of *TFCEPA* and as such is covered by schools policies for Health and Safety and Safeguarding of children.

Signature of Parent/Carer:

Date: _____

If you have any questions or comments please get in touch with the school office. Please let the office know if you need any help or guidance to read, translate or understand this form.

 <p>Diocese of Bristol Academies Trust</p>	 <p>Tadpole Farm CE Primary Academy</p>	<p>Tadpole Farm CE Primary Academy, Greene Street, Tadpole Garden Village, Swindon SN25 2QS school@tadpolefarmCEpa.co.uk</p> <p>PRINCIPAL: Jane Leo</p>
---	---	---

