

**End to End Breakfast and After School Club
Registration Form September 2017**

Child's Name		DoB:
Parent/Guardian Name:		
Contact Number:		
Place of Work:		
Work Contact Number:		
Alternative Emergency Contact:*		Emergency Contact Number:

*We will use your child's school record for contact and medical information during club hours, please provide alternative contact details if the information we hold is different during club hours.

Password for collection:**	
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**Your child will only be released to an adult with your pre-arranged password.

Monday		Tuesday		Wednesday		Thursday		Friday	
Breakfast	After School	Breakfast	After School	Breakfast	After School	Breakfast	After School	Breakfast	After School

1. Please indicate above the days and sessions that you would like to book into the club. Bookings are subject to availability. You will be notified if your requirements cannot be met. We hold a waiting list for oversubscribed days and will inform you when a place becomes available.
Please note that your booking is ongoing, if you need to make changes to your days please provide one months' notice. We require payment for the forthcoming half term in advance.
2. Late pick-ups are chargeable at £5 per 15 minutes after 6.10pm. If you know that you are going to be late to pick up, please try to find an alternative adult to pick up and give them your password.
3. Refunds are not given for illness, play dates etc. If your circumstances are exceptional please discuss this with us.
4. If your child is not going to after school club but is going to be picked up please inform the school office.
5. We may be able to accommodate extra 'ad hoc' bookings if necessary, please contact the school office to arrange.

Before the start of each term, you will be sent an invoice for the term. This can be paid in full or in two instalments. Payment must be made within the first week of the half term. Payment can be made by BACS (Lloyds Bank, Sort Code 30-93-90, Account No 19312768, please use your child's name as reference), cheque (please make payable to Crabtree Junior School) or childcare vouchers (please inform us of your childcare provider and we will then give you the carer information that you need to make payments).

I agree to the terms and conditions stated on the registration form.

Parent to sign Date