

Office Use: Register Updated ❒ ParentPay ❒

**Tree House After School Club Booking Form – Summer 1 2023/2024**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1st Child’s Name** |  | **Date of Birth** |  | **Registration Group** |  |
| **2nd Child’s Name** |  | **Date of Birth** |  | **Registration Group** |  |
| **3rd Child’s Name** |  | **Date of Birth** |  | **Registration Group** |  |

**\*\*Section 1- Ongoing Weekly Booking (same day(s) every week):**

Please complete this section to book your child/children into our Tree House After School Club on an ongoing basis. The deadline is **3pm on Tuesday 26th March** Due to high demand, bookings will be allocated on a strictly first come first served basis.

Start Date- **Monday 15th April**

Ongoing weekly bookings will roll over automatically every half term. Notice to amend or terminate your ongoing weekly booking must be made by the Thursday of the last full week of the current term. Due to high demand, we cannot guarantee that requested amendments will be possible.

**Cancellations made after the deadline will remain chargeable for the FULL duration of the following half term.**  **Please tick in the appropriate boxes:**

|  |  |  |
| --- | --- | --- |
|  | **1 hour session (until 4.30pm)** | **Full session (until 6pm)** |
| **Monday Every Week** |  |  |
| **Tuesday Every Week** |  |  |
| **Wednesday Every Week** |  |  |
| **Thursday Every Week** |  |  |
| **Friday Every Week** |  |  |

**\*\*Section 2 - Half Termly Booking (specific dates only - do not complete if you have completed Section 1):**

Please complete below to book your child/children in to our Tree House After School Club for specific dates on a half termly basis. Please note that bookings must be made by **3pm on Tuesday 26th March.**

Please note that half termly bookings **do not** roll over automatically and a new booking form must be completed every half term.

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| --- | --- | --- |
| **Week Commencing 15th April** | **1 hour session (until 4.30pm)** | **Full session (until 6pm)** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Week Commencing 22nd April** | **1 hour session (until 4.30pm)** | **Full session (until 6pm)** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Week Commencing 29th April** | **1 hour session (until 4.30pm)** | **Full session (until 6pm)** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Week Commencing 6th May** | **1 hour session (until 4.30pm)** | **Full session (until 6pm)** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Week Commencing 13th May** | **1 hour session (until 4.30pm)** | **Full session (until 6pm)** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Week Commencing 20th May** | **1 hour session (until 4.30pm)** | **Full session (until 6pm)** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

**\*Please indicate in the box below if your child has any allergies or special medical / dietary requirements.**

**\*If your child is unable to participate in any of the activities provided at Tree House please also state below. If you have any specific concerns or queries please contact Mrs Dolan.**

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| --- |
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I agree for my child’s photograph and name to be used in articles in local newspapers, on social media and promotional material for Tree House After School Club (please tick).

**Signed: ……………………………………………. Date: …………………………**

Parent/Carer Name (Please print): ……………………………………………………………

Signature: ………………………………………………………………….

Date: ………………………………

Contact Number: …………………………………………………………

Please state who will be collecting your child/children at the end of the day **(please note that for safeguarding reasons your child will not be allowed to leave with anyone other than the named people on this form, without prior consent):**

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**I have read the terms and conditions below. Please tick here:**

**Terms & Conditions:**

* Tree House Afterschool Club will be charged at £12.00 per child per full session and £5.50 per child for a 1 hour session.
* Payment can be made on ParentPay 2 weeks in advance by debit or credit card, tax free childcare or by childcare vouchers (please speak to the office if you wish to pay by TFC or childcare vouchers).
* **Payment must be made at least 2 weeks in advance of the following weeks booked sessions or a child’s place at Tree House After School Club may be withdrawn.**
* Refunds cannot be made if a child does not attend a booked Tree House After School Club session due to illness or any other reason. Cancellations during term time are also non-refundable.
* If children are not collected within the 1-hour booked session there will be a charge as per the non-collection rate at £5.50 per 15 minutes.
* Booking forms must be handed to the school office or e-mailed to [treehouse@ltpa.bright-futures.co.uk](mailto:treehouse@ltpa.bright-futures.co.uk)
* The deadline for cancellation or amendment to a session is 3pm on the Wednesday of the last week of the school term.
* Tree House After School Club will open at 3.20pm with final collection by 6pm – late pickup charges of £5.50 for every 15 minutes late after 6pm will apply.
* Please see Tree House After School Club Policy for any further information.

**THANK YOU FOR BOOKING A PLACE AT TREE HOUSE AFTER SCHOOL CLUB**