



# Crackley Hall School

October Half Term

Holiday Club

16 – 27 October 2017

***Places are limited. Please fill in the attached paperwork and return by Friday 6 October if you wish to reserve a place for your child.***



**Holiday Club Booking Form: October Half Term 2017**  
**8.00am to 6.00pm from 16 – 27 October 2017**

- Please complete fully and return to the school office by **Friday 6 October** to secure a place.
- Places will be allocated on a 'first come, first served' basis and adult/child ratios cannot be exceeded.
- Please ensure you have read the accompanying guidance notes.
- **Please do not send payment in to school.**

Child's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Place a tick in the appropriate box	Whole Day 8.00am - 6.00pm £30	Half Day		Daily Cost	Cooked Lunch Required @ £3.10 a day (£3.40 per day if ordered after 6 October)
		Morning 8.00am - 1.00pm £20	Afternoon 1.00pm – 6.00pm £20		
Monday 16 October					
Tuesday 17 October					
Wednesday 18 October					
Thursday 19 October					
Friday 20 October					
Monday 23 October					
Tuesday 24 October					
Wednesday 25 October					
Thursday 26 October					
Friday 27 October					
<b>Total due</b>					



I wish to pay for the childcare element of Holiday Club with Child Care Vouchers.

Please add the above cost for Holiday Club to my next school invoice.

I understand the cost of any school meals ordered will be added to my next school invoice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### Medical Information

Please use the space below to provide full details of any medical condition your child has. If insufficient space, please attach further information to this form.

Child's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Please provide at least two emergency contact numbers that we can use this week. Please list them in the order you would like us to contact you.

1. Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

2. Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

I have read, understand and agree with the accompanying guidance notes.

I give my consent for my child to undertake all activities, some of which may take place off the school site (e.g. local walk).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Holiday Club Booking Form: October Half Term 2017

8.00am to 6.00pm from 16 October – 27 October 2017

### Guidance Notes

Specific regulations covering holiday clubs apply. Please ensure you have read these notes before completing the booking form.

- The official booking form and full payment must be received to confirm the place;
- Places will be allocated on a 'first come, first served' basis;
- No refunds can be given for late cancellations or for a child's absence or part absence due to late arrival, early collection or illness;
- During the actual week, we may be unable to exchange booked days for an alternate day. This is due to staffing having been arranged to meet ratios based on the number of children we have booked in for each day;
- Child care vouchers can be used for payment for Holiday Club but only for the care part. If a school lunch is required then this must be paid for separately and will be added to your next school invoice;
- Children who are booked in for the morning session must be collected by 1.00pm otherwise we may exceed the permitted ratio and would charge a 'late collection fee';
- Children who are booked in for the afternoon session must be collected by 6.00pm - a 'late collection fee' will apply;
- Children may either bring a packed lunch or they can be provided with a cooked meal at a cost of £3.10 per day: the menu will be the same as it is during term time. The cost of lunches will be charged at the higher rate of £3.40 if orders are received after the stated deadline. Please indicate on the booking form should you require a school lunch. Please also ensure that your child has plenty of snacks and drinks with them, particularly if they are with us for a long day.
- **During the actual week, we cannot accept children without prior notice.** If you need to use the club at short notice, you must telephone the office to see if we have a place available. We are not allowed to exceed a certain adult/child ratio so if you arrive unannounced, we may have to turn you away!
- **The school office will be open for a minimum of 4 hours each day.** The school mobile number, should you need to contact us outside of these times is: 07501 904613.
- Cost: £30 per child per day (8.00am – 6.00pm); £20 per half day (8.00am – 1.00pm or 1.00pm – 6.00pm). **Please do not send payment in to school.** The total cost will be added to your next school invoice.

Please do not hesitate to ask if you have any questions.