



Clanfield CE Primary School

Email: office.3100@clanfield.oxon.sch.uk

ASC Booking Form – Spring 2020 Term-time only

- Session 1 runs from 3-4.30pm (Mon – Thurs) max. 30 p/session
- Session 2 runs from 4.30-6pm (Mon – Thurs) max. 30 p/session

Booked fee p/child, p/session £7.50

Drop in charges £11.50 p/child, p/session

I understand that by signing this booking form I agree to abide to the Terms & Conditions stated overleaf. I also understand that all places are allocated on a first come, first served basis and would like to enrol my child(ren) as follows:-

Child(ren) Name(s) _____

W/c Please tick Session 1 and/or Session 2

Mon	Session 1 Session 2	Tues	Session 1 Session 2	Wed	Session 1 Session 2	Thurs	Session 1 Session 2
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Would like a snack YES / NO

Booking total £ _____

W/c Please tick Session 1 and/or Session 2

Mon	Session 1 Session 2	Tues	Session 1 Session 2	Wed	Session 1 Session 2	Thurs	Session 1 Session 2
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Would like a snack YES / NO

Total booking £ _____

For longer term bookings please completed the shaded area below.

Monthly / Termly from: _____ to:

Mon	Session 1 Session 2	Tues	Session 1 Session 2	Wed	Session 1 Session 2	Thurs	Session 1 Session 2
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Would like a snack YES / NO

Booking total £ _____

Medical / dietary information:

Signed: _____

Dated: _____

Print Name: _____

Payment via SchoolMoney: YES / NO

Payment by Childcare Provider: _____ (name of provider)



Terms & Conditions (reviewed and updated Sept 2019)

The **ASC** runs during term-time only and includes a light snack and drink. Organised for the children's enjoyment, this Club combines art and sports activities together with a variety of fun-based interests specifically aimed at primary aged children.

Absence & Refunds – notice of absence must come through our main School Office. Refunds will not be issued unless the cancellation request is due to child sickness/injury which keeps the child away from the Club for **TWO** or more consecutive sessions. An injury would need to be validated by a medical note.

Bookings – places are restricted to a maximum of 30 children per session and priority is given to pre-booked sessions. Places will be allocated on a first come, first served basis and parents can book individual days, week(s), month(s) or term(s).

Cancellations – staffing is organised in advance and parents are required to give the school at least 48-hour notice of their intention to cancel any pre-booked sessions.

The school agrees to give parents at least 48-hour notice in respect to any organisational changes to allow time for alternative provisions to be arranged.

Payment – parents can choose to pay by: -

- SchoolMoney account – this is the preferred option and keeps all your school transactions in one place
- Childcare Vouchers – parents choosing this option are required to send a confirmation email to the School Office to assist them in identifying the payment on the County Council's income register. We are currently registered with the following providers:

Co-op Flexible Benefits
Computershare
Edenred
Kiddivouchers
Sodexo

Staff Ratios – the ratio of staff to children is fully in line with all statutory requirements.

Security – the school's green gates will be locked as part of our safeguarding measures and access through the main building is not possible outside of school hours (before 8.45am and after 3pm).