

**Coppice Valley Primary School**

**Before and Afterschool Care Registration & Contract Form**

Email: bas@cvps.rklt.co.uk

Tel: 01423 529926 (before 8.45am and after 3.45pm)

Child’s Name:

*(Can include all sibling names if applicable)*

Starting Date Required:

**BOOKINGS**

Please tick the appropriate boxes to make a **regular standing** booking

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Provision** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Cost** |
| **7.30am-9am** including breakfast |  |  |  |  |  | £8.50 |
| **8am-9am** including light breakfast |  |  |  |  |  | £6.50 |
| **8.30am-9am** no breakfast |  |  |  |  |  | £3.20 |
|  |  |  |  |  |  |  |
| **3.30pm-5pm** including light tea |  |  |  |  |  | £9.00 |
| **3.30pm-6pm**including light tea |  |  |  |  |  | £12.00 |

**Please note that our charges are reviewed annually and may change. You will receive a minimum of ½ term’s notice if this is going to happen.**

**AD-HOC BOOKINGS**

For parents who require ad-hoc or late notice bookings, we will try to accommodate you as best we can. The more notice you can give us, the better please. To make a booking, please email bas@cvps.rklt.co.uk or call 01423 529926 (before 8.45am and after 3.45pm). Please do not assume you have a booking until it is confirmed by our staff.

**Please wait for confirmation of your place from us before making any payments.**

Will you be using any childcare vouchers? Yes/No **If yes,** please give details below

Name of provider:

Provider email address:

Provider telephone no:

**Contact details of people authorised to collect your child.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Relationship to child** | **Work number** | **Mobile number** | **Home number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please also provide a ‘safe word’. This will only be needed if someone not on this list has to collect your child in an emergency. If the correct ‘safe word’ is given to our staff then your child will be released without the need to contact you.

|  |  |
| --- | --- |
| **The ‘safe word’ is:** |  |

**Please Note**:

* **The club operates using the information you have already provided to the school regarding your child’s medical conditions, allergies, emergency contacts, permissions to take photos, court orders etc. It is your responsibility to keep the school office up to date with any changes.**
* **The document ‘Before & After School Club Procedure’ must be read and understood before you submit this form**
* **The club is subject to all of the school’s policies and procedures, some of which can be seen on our website at coppicevalley.com**
* **Closures - the club will be closed on all weekends, bank holidays, school holidays and teacher training days.**
* **If you are (i.e. more than 10 minutes) late in collecting your child after the time you have paid for, the club will add the cost of the additional time to your bill.**

I have checked that all the information I have given on this form is accurate. I understand that by signing this form I am responsible for ensuring that payments to the Before & Afterschool club for childcare are made on time and are up to date.

Signed: Date:

**Please give this form to the school office when completed.**