## J:\New School Logo\logo.jpg

Lingfield FUN Club

After School Care Club

**Please return this form to** [**ndervishi@lingfield.surrey.sch.uk**](mailto:ndervishi@lingfield.surrey.sch.uk)

CHILD’S NAME: Click here to enter text. CLASS: Click here to enter text.

DATE of BIRTH: Click here to enter text.

ADDRESS: Click here to enter text.

PARENT(S) NAME(S): Click here to enter text.

TELEPHONE (home): Click here to enter text. (mobile): Click here to enter text.

(work): Click here to enter text.

DOCTOR: Click here to enter text. TEL: Click here to enter text.

Constant medication required (e.g. inhaler): Click here to enter text.

Dietary requirements: Click here to enter text.

Please select which session you would like to book on each day.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Emergency Contact 1  Name: Click here to enter text.  Contact No: Click here to enter text.  Relationship: Click here to enter text. | | Please give details of any other adults authorised to collect your child:  Click here to enter text. | | |
| Emergency Contact 2  Name: Click here to enter text.  Contact No: Click here to enter text.  Relationship: Click here to enter text. | |

|  |  |
| --- | --- |
| Signed: Click here to enter text. | Date: Click here to enter text. |

Lingfield FUN Club

After School Care Club

Terms & Conditions

**Hours**

The After School Care Club is open from 3.15pm – 5.30pm Monday to Fridays.

**Bookings**

Any changes to your booking must be made in writing with half a term’s notice, except where the change is due to attendance at an activity club run by the school. Any last minute changes to your booking, (ie after 3pm on the day of the booking), must be notified direct to the ASCC staff, 07786 551559.  
  
**Ad-hoc Bookings**

We are happy to take applications for ad-hoc places but priority will be given to regular weekly bookings.

**Termination**

If you wish to terminate this agreement, you must give one half term’s prior notice in writing. If you withdraw your child without giving sufficient notice you will still be liable for one half term’s fees. The school reserves the right to terminate this contract without notice.

**Fees**

Fees are payable in advance at the start of each half term. Any additional use beyond your contracted hours will be invoiced separately. We reserve the right to refuse admission of your child if your fees have not been paid on time. Fees should be paid using SIMS Agora or childcare vouchers and not given to the After School Club staff. There will be a charge of £35 for any child not collected by 6pm to cover the cost of 2 members of the ASCC team and the caretaker remaining on the premises after school has closed. Any child not collected by 6.00pm will be placed in the care of the police.

**Absence**

The After School Care Club is open and appropriately staffed during term time to provide a service to parents. Therefore, we regret that we are unable to give refunds or reductions to children who are absent due to sickness or holidays. If your child is absent from school we will notify the ASCC, however if your child is not attending ASCC for any other reason, eg going home with someone else, it is essential that you notify us before 3pm.

**Enforced Closure**

Refunds will not be given if the school is forced to close due to circumstances beyond our control (ie: extreme weather conditions)

**Sickness**

Please ensure your contact details are kept up to date in case your child becomes unwell while attending the After School Club. In the case of emergency when parents cannot be contacted, we will transport the child to hospital with a senior member of staff. We will continue to attempt to contact parents.

Please note that unfortunately we are unable to accommodate children who require individual support throughout the school day in After School FUN Club. This is because the funding we receive doesn’t cover extended services.

I have read these terms & conditions and agree to abide by them