###  Please read the notes on the back of this form before completing

I would like St. Bonaventure’s After School Club to look after my child/ren

Name(s)……………………………………………………………………………………………………………………………………..

Class ……………..………………………………………………………………………………………….on the dates listed below:

ONE BOOKING FORM ONLY PER FAMLY PLEASE. PLEASE MAKE IT VERY CLEAR HOW MANY CHILDREN ARE ATTENDING WHICH DAYS, AND CALCULATE YOUR COSTS ACCORDINGLY.

**Term 3: Tuesday 3rd Jan – Fri 10th Feb 2017 (3rd Jan will be an Inset Day)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Tick if req’d | Cost for first child (£9.50/session) | Cost for siblings(£9.00 per child) | **Total Cost** |
| Monday (5)  |  | £47.50 | £45 |  |
| Tuesday (5)  |  | £47.50 | £45 |  |
| Wednesday (6)  |  | £57 | £54 |  |
| Thursday (6)  |  | £57 | £54 |  |
| Friday (6)  |  | £57 | £54 |  |
|  | **Tot:** |

**Term 4: Monday 20th February to Friday 7th April 2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Tick if req’d | Cost for first child (£9.50/session) | Cost for siblings(£9.00 per child) | **TOTAL COST** |
| Monday (7) |  | £66.50 | £63 |  |
| Tuesday (7) |  | £66.50 | £63 |  |
| Wednesday (7) |  | £66.50 | £63 |  |
| Thursday (7) |  | £66.50 | £63 |  |
| Friday (7) |  | £66.50 | £63 |  |
|  | **Tot:** |

I give the following people permission to collect my child from KidZone After School Club (full names please).

If there have been no changes since your previous booking form please indicated this below by writing ‘no change’.

1.
2.
3.
4.

You may pay online using School Gateway (please make sure you choose the correct payment option), by cheque or cash.

Cheques: I enclose a cheque for £…………..…for Term 3 and a post-dated cheque for £ …………….…for Term 4 (to avoid incurring a £10 late payment admin charge if payment is not received by the beginning of the Term­­. Cheques are payable to Bristol City Council). Please clearly mark the reverse of your cheque with ‘After School Club’ and name of child(ren). If paying by cash please mark your child’s name on any envelopes.

**I understand that under Health & Safety Regulations I must inform the club if my child will not be attending a booked session. The club number is 07784 730086 (Please tick)**

 **My Child has medication in school**

The KidZone Gate Code Will Be Changed from 9453 to 2830 from Term 3 Onwards

Signed Parent/Carer …………………………………………………..…Date……………………………………

PLEASE RETURN THIS FORM BY Friday 25th November 2016

**FAQ**

**How do I apply for places at After School Club (KidZone)?**

Parents apply for spaces at KidZone by submitting a KidZone Booking Form. A KidZone booking form can be obtained via the school office or from KidZone directly. Completed booking forms can be submitted to the school office or KidZone directly.

* **Applying for terms 3 and 4:** Booking forms for terms 3 and 4 will become available from 14th November 2016. We guarantee that parents who return their booking form before Friday the 25th November 2016 will have their application processed before the end of term. Applications submitted after the 25th November 2016 will be processed as soon as possible.
* **Applying for terms 5 and 6:** Booking forms for terms 5 and 6 will become available from Monday 13th March 2017. We guarantee that parents who return their booking form before 24th March 2017 will have their application processed before the end of term. Applications submitted after the 24th March will be processed as soon as possible.

**How many terms can I book at a time?**

We work in pairs of terms (Terms 1 and 2, Terms 3 and 4, Terms 5 and 6). Booking for Terms 1 and 2 is done in July, Terms 3 and 4 in November, and 5 and 6 in March. The days booked must be the same for both terms, but you are welcome to then ask for a change of days in the next pair of terms.

**What is the application process?**

**Repeat Bookings**

1: Return you’re booking form before the 25th of November for terms 3/4 and 24th of March for term 5/6.

2: Providing your booking remains unchanged from the previous term it will continue unchanged.

2: Booking forms returned after the deadlines will be treated as new bookings.

**New Bookings**

1: Apply for a space. Do this by submitting a booking form to the school office.

2: Await confirmation.

3: Upon confirmation submit payment.

4: You are now signed up to KidZone.

5: If we are unable to accommodate you on the days requested we will add you to our waiting list.

Do I have to pay for both terms at the same time?

Parents/carers who wish to book for two terms but are unable to pay for both terms at once, may include a post-dated cheque for the second term.

**Can I book for one term at a time?**

In exceptional circumstances we can accept bookings for a single term, and of course please bear in mind that the days may not always be available.

What happens if I’ve paid for a session and it is on an Inset Day?

Please note that you will be credited for any in service days not yet announced which your booking covers.

What happens when I want to cancel my child’s sessions?

We require one month’s notice of cancellation please. Any refund will be at the discretion of the school.

**Is it possible to change the days my child attends once the term has started?**

Yes, providing a number of conditions are met. All requests to change a day must got through the school office and be accompanied by a new booking form. All requests to change a day can only be permitted if there is space available on the requested day.

**Can I book my child in for one off sessions?**

Yes, this can be done either in club or through the office (ad hoc session booking forms can be found outside the office or in club). Please give as much notice as possible, and **please wait for confirmation that you can have the session** from either the club or the office. Please make payment for the ad hoc session either on the day or within the same week of that session

**Can I apply online?**

We hope that this will be available for the year 2016-2017.

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