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

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

Class(es)………..………………………………………………………………………………………….on the dates listed below:

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

**Term 5: Monday 9th April - Fri 25th May 2018 (Monday 7th May is a bank holiday)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Tick if req’d | Cost for first child (£9.60/session) | Cost for siblings(£9.10 per child) | **Total Cost** |
| Monday (6)  |  | £57.60 | £54.60 |  |
| Tuesday (7)  |  | £67.20 | £63.70 |  |
| Wednesday (7)  |  | £67.20 | £63.70 |  |
| Thursday (7)  |  | £67.20 | £63.70 |  |
| Friday (7)  |  | £67.20 | £63.70 |  |
|  | **Tot:** |

**Term 6: Monday 4th June – Tuesday 24th July (Mon and Tues 23rd and 24th July are Inset Days)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Tick if req’d | Cost for first child (£9.60/session) | Cost for siblings(£9.10 per child) | **TOTAL COST** |
| Monday (7) |  | £67.20 | £63.70 |  |
| Tuesday (7) |  | £67.20 | £63.70 |  |
| Wednesday (7) |  | £67.20 | £63.70 |  |
| Thursday (7) |  | £67.20 | £63.70 |  |
| Friday (7) |  | £67.20 | £63.70 |  |
|  | **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 indicate 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 ie., ASC Terms 5 and 6 2017-8, not terms 1 and 2 for example), by cheque or cash.

Cheques: I enclose a cheque for £…………..…for Term 5 and a post-dated cheque for £ …………….…for Term 6 (to avoid incurring a £10 late payment admin charge if payment is not received by the beginning of the Term­­. Cheques are payable to St. Bonaventure’s School. Please clearly mark the reverse of your cheque with ‘After School Club’ and the name of your child(ren). If paying by cash please mark your child’s name on any envelopes and request a receipt.

**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**

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

PLEASE RETURN THIS FORM BY Tuesday 6th March (existing parents) and Friday 9th March (new parents). Allocation of places will take place week commencing 12th March.

**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.

**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?**

**Bookings for Terms 1 and 2 2018-2019**

1: Booking forms will be available for the new year from the Monday 18th June. Deadline for parents of children already in ASC to return forms is Monday 25th June. Deadline for new applicants Friday 29th June. Allocation of places will begin on Monday 2nd July.

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?**

Online bookings are available for the Playschemes, but not currently for After School or Breakfast clubs.

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