



Ashfield Play Care Scheme After School Booking form 2020

The scheme runs term time, Monday to Friday from 3 – 6pm. We are closed on Public Holidays. Each session costs **£9.50 per child**. **** Please see payment terms.**

Please either email us your completed form, or hand it in at the scheme when it is open.

We require a completed form for each child attending. This form is used when contacting you in an emergency – therefore if your details change you must submit a new form.

****We use Text Messaging Notifications and Email as our main methods of communication so please ensure the Mobile number and Email address is one that is contactable at any time. Should you have any concerns over these methods of communication please speak with the Scheme Manager.**

Childs Name:	Date of Birth:
Parent / Guardian or person with parental responsibility	Emergency Contacts
Name:	(1) Name:
Address:	Relationship:
	Tel:
Post Code:	(2) Name:
Home tel:	Relationship:
Mobile:**	Tel:
Email: **	Name of adults authorised to collect child
Name of work & location:	(1)
	(2)
Work tel:	(3)
Work email:	(4)
Childs Doctor:	Tel:
Address:	

Special Needs: Yes/No (delete as appropriate).

Does your child have any disabilities or special needs? We would like to be informed of any prescribed medication, allergies or preferences in order to enable us to give the best possible care to your children.

If **YES** please see the manager to discuss further and to complete the relevant information sheet.

IMPORTANT! One form for each child must be completed and returned together with payment for bookings.

Lammas Road, Sutton-in-Ashfield, Nottinghamshire, NG17 2AD

Email: manager@ashfieldplaycarescheme.co.uk Tel: 01623 550986

Registered Charity No.1047469

Ofsted Registration No. 253034

Please indicate below where care is required:

SCHOOL DETAILS

School to be collected from:		
Class:		
First Collection	Date	Time

After School Days Required : please tick

Monday	Tuesday	Wednesday	Thursday	Friday

DAILY CARE - 3.00pm TO 6.00pm - £9.50 PER CHILD PER DAY.

Please indicate the required days. We are aware that days vary but to help us plan an idea of normal usage is required.

Children's after school pickups need to be confirmed one week in advance.

TERMS & CONDITIONS

Payments:

DAILY CARE - 3.00pm TO 6.00pm - £9.50 PER CHILD PER DAY.

******* Payments are due one week in advance when booking care *******

Should an account fall two weeks overdue then we will suspend afterschool pickups until the account is settled in full and further care is paid in advance.

Children's after school pickups need to be confirmed one week in advance.

48 hrs notification is required for cancellation otherwise full payment will be charged as we plan staff around your care.

In the event of non-attendance on days which have been pre-booked the full amount of fees due will be charged and cannot be transferred to a future booking.

DAILY CARE - 3.00pm TO 6.00pm - £9.50 PER CHILD PER DAY.

CHILDREN CANNOT BE ADMITTED BEFORE 3pm AND MUST BE COLLECTED BY 6.00pm. If in an emergency this is not possible, you **MUST** telephone 01623 550986. **There is a late collection charge of £11.00 in operation. This will be enforced.**

Children should not bring toys or items from home under any circumstance.

A child's place will only be withdrawn if we genuinely feel we cannot offer the type of care needed by the individual. We can only offer care to children booked into the scheme between the ages of 4 and 11 years inclusive. Parents are required to sign the Scheme Consent form before their children can attend the Scheme.

PAYMENT DETAILS

PAYMENTS CAN BE MADE VIA:

Child care vouchers (Please ensure you put your child's name in the reference)

Bank Transfer

Ashfield Play Care Scheme

Sort Code: 55-61-17.

Account Number: 42026393

(Please ensure you put your child's name in the reference)

WE NO LONGER ACCEPT CASH OR CHEQUES

FOOD: Snacks and drinks are included in the childcare costs.

MEDICAL CONSENT:

I give permission for a member of staff to administer urgent treatment, which may include treatment recommended by a doctor or dentist, and to proceed without delay for an acute condition or alleviation of pain. I have read the terms and conditions and agree to abide by them.

Signed Date

GIFT AID DECLARATION

Are you are UK Taxpayer? If so every £1 you give could be worth £1.25 to us, towards improvements to Play Care Scheme. All we need if your signature. It will cost you nothing

I confirm I have paid or will pay an amount of income Tax and/or Capital Gains Tax for each tax year (6 April-5 April) that is equal to the amount of tax that all the charities that I donate to will reclaim on my contributions for that tax year. I understand that other taxes, such as VAT, do not qualify and that I would like Ashfield Play Care Scheme to reclaim the 25p of tax on every contribution I make to the Scheme.

Signed Date

Confirmation

I confirm that I have read and understood the terms and conditions for After School Care provided by Ashfield Play Care Scheme.

Signed Date

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