

AFTERNOON CARE ENROLMENT FORM

Please circle the relevant afternoon care setting and required days and return this form to the Afternoon Care Teacher via reception if necessary:

Kindergarten	Lower School
Monday 12:20 to 14:50	Monday 12:25 to 15:00
Tuesday 12:20 to 14:50	Wednesday 12:25 to 15:00 or 12:25 to 15:45*
Thursday 12:20 to 14:50	Thursday 12:25 to 15:00
Friday 12:20 to 14:50	Friday 12:25 to 15:00

Please PRINT in the boxes below:

Child/ren details:

Surname:	
Forename:	
Date of Birth:	
Class:	
Medical Information: <i>such as allergies, diet, medication</i>	

Parent/s/carer/s details:

Name/s:	
Address:	
Telephone/s:	
Email/s:	

Emergency contact details:

Name:	
Address:	
Telephone/s:	
Doctor details:	

Please sign below to confirm your agreement of the terms and conditions overleaf:

Parent's signature:

Date:

AFTERNOON CARE TERMS AND CONDITIONS:

1. Your child must be collected promptly at the agreed end time.
2. Child Safety Requirement: if another person is collecting your child this must be communicated with reception in the morning or the Afternoon Care Teacher as soon as this is known by the parent/carer who normally collects the child.
3. Afternoon care sessions are charged at £9 per session (*£11 for the extended Wednesday Lower School session)
4. Afternoon care sessions are invoiced half termly in advance.
5. No refund or credit is given for missed sessions unless the session is cancelled by the School.
6. Notice to leave must be given in writing to *both* the finance office and the Afternoon Care Teacher half a term in advance. Notice will be charged for even if your child does not continue to attend during the notice period.
7. The Parents accept that after acceptance onto the applied for afternoon care session the Pupil is expected to continue with these sessions until notice is given.
8. Adhoc afternoon care sessions may be available for a rate of £12 per session, depending upon child numbers and are invoiced at point of use.
9. This enrolment form is made in conjunction with the ECD Afternoon Care admissions and attendance policy as found on the Schools website.

OFFICE USE:

Place Confirmed (date):	
Place Declined (date):	