

Swans Nest Pre & After Care



Brookside Primary School

Championing Children's Potential

Childs name: _____ DOB: _____

Address: _____ Post Code: _____

Contact numbers: Home _____ Mobile _____

Care required date from: _____ Date to: _____

Please tick the relevant boxes

After- Care prices include a good quality healthy snack followed by fruit and drink.

Pre- Care prices include breakfast which consist of fruit, toast with different toppings and a drink (please note that breakfast will stop being served at 8.20am)

Day	Pre-care from 07.45 @ £5.50	Pre-care from 08:00 @ £4.50	After-care from 16:00 @ £5.50	After-care from 17:00 @ £7.50	After-care from 18:00 @ £9.50
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

CASUAL SPACES

We may have casual spaces available. These cannot be booked more than 1 week in advance. The fees are slightly higher due to administration costs involved and are payable on the school gateway on the day of care.

If casuals booked are not cancelled 24 hours before the session is required then you will still be charged.

CASUAL RATES

Pre-care from 7.45am- £6.00

Pre-care from 8.00am- £5.00

After-care to 4.00pm- £6.00

After-care to 5.00pm- £8.00

After-care to 6.00pm- £10.00

PLEASE NOTE

NO PARKING ON SITE BETWEEN 8AM & 4PM

Please read, understand, sign and date the terms and conditions below

TERMS AND CONDITIONS

- A deposit of £20.00 payable on the school gateway is required to secure a place per child. This is refundable when the child leaves, subject to one months' written notice of intention of withdrawal.
- If you wish to change your child's session then one months' written notice will be needed.
- Charges are payable on the school gateway and payments are to be made 1 month in advance. Cash and cheques will not be accepted.
- A charge of £10.00 will be incurred if all payments are not paid by the due date.

Early drop off charges

If your child is dropped off earlier then the time for their pre- care session then you will incur a charge of £2.00

Late collection charges

If you are late collecting your child, there will be a supervision charge. Please also contact us (contact number below) if you have been delayed to indicate when you will be arriving. The following charges will apply.

<u>Booked To</u>	<u>Collected</u>	<u>Charge</u>
1600	After 1600 but before 1700	£1.00 for every 15 minutes
1600	After 1700	£2.00 for every 15 minutes
1700	After 1700 but before 1800	£1.00 for every 15 minutes

- If children are collected after 6pm, a charge of £10.00 per 15 minutes will be made per child.
- Parents must notify group leader (contact number below) if their child will not be attending for any reason (i.e. attending a club, illness etc.)
- Refunds can't be made in the case of illness or attendance at other clubs.
- If the school closes due to bad weather then sessions will still be charged for.
- There will be no refunds for holidays during term time, in line with Local Authority expectations.
- If there are 3 or more children from one family the 3rd and subsequent children will have a reduction of £2.00 for 2 and 3 hourly booked sessions.

Signed _____ Date _____

Deposit of £20.00 paid on school gateway Yes/No

Signed _____ Date _____

Session required Pre- Care After- Care (circle as appropriate)

Parents' name: _____ Carers name: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Contact telephone number Home _____ Contact telephone number Home _____

Work _____ Mobile _____ Work _____ Mobile _____

Year group and class: _____ Teachers name: _____

If we should need to contact somebody during the times that Swans Nest is open and we cannot get in contact with you on the above numbers, please provide the name and details of two alternative carers:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone Number: _____ Telephone Number: _____

Relationship to child: _____ Relationship to child: _____

Language in which child communicates: _____

Special requests/ requirements regarding religious observances, food, clothing, health or other matters we should observe whilst the child is in our care;

**Please sign to give permission for your child to be taken out of the centre, within the school campus to playing fields; main school buildings etc
Extra permission will be required for any off site visits.**

Signed: _____ Date: _____

Names of all persons over the age of 16 authorised to collect your child: _____

Please notify us of any changes to all the information you have provided as soon as possible as we will not release your child to anyone who is not named on this form.