

# Swans Nest Pre & After Care



## Brookside Primary School

Be Kind, Promote Equality, Strive to Achieve

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 @ £6.00	Pre-care from 08:00 @ £5.00	After-care to 16:00 @ £6.00	After-care to 17:00 @ £8.00	After-care to 17.45 @£10.00
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 - £7.00

Pre-care from 8.00am - £6.00

After-care to 4.00pm - £7.00

After-care to 5.00pm - £9.00

After-care to 5.45pm - £11.00

**PLEASE NOTE**

**NO PARKING ON SITE BETWEEN 8AM & 4PM**

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

**TERMS AND CONDITIONS**

- 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 than the time for their pre- care session then you will be charged for the slot before. I.e. if you drop your child off at 7.55am but their slot is booked in from 8am you will then be charged from 7.45am.

**Late collection charges**

If you are late collecting your child, there will be a supervision charge. If you collect your child at a later time than they are booked in for then you will be charged for the next hour slot. I.e. booked in until 4pm but collected at 4.15pm. You will be charged for the 4-5pm slot.

Please also contact us (contact number below) if you have been delayed to indicate when you will be arriving. The following charges will apply.

- If children are collected after 5.45pm, 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Contact Details

Parents' / Carers' name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone numbers:

Home \_\_\_\_\_ 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;

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**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:

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**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.**