



Caversham Park Primary School After School Club

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Application Form

Child's name (in full):..... **Date of Birth:**.....

Address.....

.....

.....

Contact 1 name:.....

Main contact number: Home / Work / Mobile

Other contact number: Home / Work / Mobile

Email Address

Contact 2 name:

Main contact number: Home / Work / Mobile

Other contact number: Home / Work / Mobile

Email Address

Names of person(s) collecting child:.....

Phone number:..... Password:.....

Child's Doctor's name..... Telephone No.....

Name of surgery:
.....

Any known medical conditions or allergies:
.....

Any dietary requirements or known food allergies:
.....



Caversham Park Primary School After School Club

Terms and Conditions

Regular Place in After School Club

Applications for places in September must be made by the closing date of 1st July and places are allocated in accordance with our Admissions Policy. Unsuccessful or late applications will be placed on a waiting list. The After School Club will make every effort to include all children providing the needs of the group are not compromised. However, The ASC reserves the right to refuse to renew a child's place should their behaviour be detrimental to the children in the club.

Monday

Tuesday

Wednesday

Thursday

Friday

Please tick days required.

Requested start date:

Payment Terms

- ❖ Invoices are raised one month in advance for the following term.
- ❖ Invoices should be paid within fourteen days of the invoice date.
- ❖ Non-payment of invoices could mean your child's place is lost.
- ❖ Two weeks' notice is required to withdraw your child from the After School Club.
- ❖ Ad hoc changes may be accommodated or a regular change will be considered if possible.
- ❖ Should children be unable to attend booked sessions because of illness, etc., no refund will be made. If two weeks' notice can be given, a credit will be raised against the next invoice.

Ad Hoc place in After School Club

Application forms should be completed before an ad hoc booking can be made. Ad hoc bookings can be made by phone, email or in person at the School Office before 12 noon on the day required. Places are allocated on a first come, first served basis, subject to availability. Fees are added to ParentPay at the end of each week.

Collection of Children (please refer to Wraparound Care Policy)

- ❖ All children must be collected by 6.00 p.m. Monday to Thursday and by 4.15 p.m. on Friday
- ❖ If a child is not picked up by the session end time. for every ten minutes late after this time, or period of up to ten minutes, an extra £5 will be added to the next invoice.
- ❖ Persistent lateness could mean your child's place is lost.

Internet Use

- ❖ I agree to my child having access to the internet as per the school's internet policy.

Photo Consent

- ❖ I agree to my child's photo being used in displays and on the website.

I confirm I have read and understood these Terms and Conditions.

Signed:

Name (please print):

Date: