



## Autumn Term 2018 – Homework Club Registration

Please complete in BLOCK CAPITALS

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**CHILD'S NAME:**

**Class in Sept 2018:**

**Date of Birth:**

**Age:**

**Home Address:**

**Home Phone:**

**Postcode:**

**Mobile:**

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### COLLECTING CHILDREN

Children remain at the Club until collected by a known person who signs out the child. If any person, other than those listed below, is to collect, please inform the School.

#### COLLECTING ADULT 1

Name:

#### COLLECTING ADULT 2

Name:

Relationship to child:

Relationship to child:

Mobile phone:

Mobile phone:

Work phone:

Work phone:

### EMERGENCY CONTACT

If parents/carers are not available, please ensure your emergency contact is within the local area.

Name:

Phone:

Relationship to child:

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### SESSION TIME

Homework club runs from 3.15 – 4.15pm. Children are to be collected at 4.15 prompt.

### PAYMENT

Charges are reviewed annually. **The charge from September 2018 is £3.30 per child per session. Payment should be made before your child attends the session.**

**LATE COLLECTION** A charge will be made in order to cover the additional costs of staff time for staying beyond their contracted hours. Between 4.15pm and 6.00pm this will be an extra £5.00 per child for each extra 15 minutes or part thereof. After 6pm this increases to £10 per extra 15 minutes or part thereof.

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#### Bills

**All payments should be made in advance of attending sessions.** We send a weekly email from ParentPay showing your current balance. Please keep your account in credit or as close to zero as possible. You are encouraged to 'top up' your account from time to time to avoid getting into a deficit. If your balance reaches 2 weeks' worth of charges, we reserve the right to refuse your child from Homework Club.

#### ParentPay

[www.parentpay.com](http://www.parentpay.com) is our online payments system. If you do not already have a log-in you can get one issued at the office.

#### Vouchers

You can use childcare vouchers to pay for Homework Club.

AUTUMN 2018						
Week commencing	M	T	W	T	F	For office use: ParentPay
03.09.18						
10.09.18						
17.09.18						
24.09.18	HALF TERM					
01.10.18						
08.10.18						
15.10.18						
22.10.18						
29.10.18						
05.11.18						
12.11.18						
19.11.18						
26.11.18						
03.12.18						
10.12.18						
17.12.18						

SPRING 2019						
Week commencing	M	T	W	T	F	For office use: ParentPay
07.01.19						
14.01.19						
21.01.19						
28.01.19						
04.02.19						
11.02.19						
18.02.19	HALF TERM					
25.02.19						
04.03.19						
11.03.19						
18.03.19						
25.03.19						
01.04.19						

SUMMER 2019						
Week commencing	M	T	W	T	F	For office use: ParentPay
22.04.19						
29.04.19						
30.04.19						
06.05.19						
13.05.19						
20.05.19						
27.05.19	HALF TERM					
03.06.19						
10.06.19						
17.06.19						
24.06.19						
01.07.19						
08.07.19						
15.07.19						
22.07.19						

**BOOKINGS:**

The Homework Club is from 3.15pm – 4.15pm and includes a drink and a biscuit. Children are expected to do homework or read if they have no homework. **The cost of this club is £3.30 per child per session.**

**Please indicate on this page the days your child will attend. If you need a regular day, please complete the block booking form.** Any additional bookings or changes may be made through the office, if spaces are available.

If a booking is no longer needed, please let us know by Friday the week before so you are not charged for the session. Refunds will **NOT** be made for sessions booked but not attended. In exceptional circumstances, it may be possible for payments made to be carried forward.

**Please book all sessions in advance. We cannot guarantee a place without this.** On some days we run at full capacity so it is important bookings are made in advance so we can ensure sufficient staffing.

Block bookings				
Please use the boxes below if your child always attends the same day, every week				
Mon	Tues	Weds	Thurs	Fri

Name of parent/carer making bookings:

Signature:

Date: