

CRANWELL BEFORE AND AFTER SCHOOL CLUB ENQUIRY FORM		Office use only:
CHILD'S NAME		Received /...../.....
CLASS / YEAR GROUP		
DATE OF BIRTH		
Requested Start date		
Please tick below the sessions you would like for your child to attend		

Day	Breakfast Club 07:30 - 08:40 £7.50 per session	After-School Club 15:20 – 17:30 £11.50 per session
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>



I intend to use the Government Tax-free Childcare Voucher Scheme:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Once Enquiry Forms have been sent to school, if spaces are available, a BACS payment instruction on the contract will be sent home. A place is only secured when payment has been received by the school.
 Fees must be paid by Electronic Payment (BACS).
 A deposit will be taken upon signing the contract. This must be paid by the set date shown on the invoice.
 If a deposit is not received, the contract is cancelled, and the sessions will be offered to children on the waiting list. The deposit will be equal to your payment due for July (end of next Academic Year). If you have not incurred any late payment/collection fees, as stated below, your deposit will cover your July payment at the end of the year.
 If, however, you do not have enough funds in credit to cover the July payment, you will be issued with an invoice for the balance due.
 Payments must be paid by the 10th day of each month (e.g., September's payment must be received by the school on or before the 10th September). Late Payment/Collection Fees
 Late payments received after the 10th of each month will incur a £15 charge which will be deducted from your deposit.
 3 late payment charges will result in your BASC contract being cancelled and the sessions offered to children on the waiting list.
 Late collection fees will be charged if you are late collecting your child (see below),
 Childcare Voucher providers for whole or part payment of fees must be ordered in sufficient time so as the funds reach the school bank account by the designated date.

Sessions booked cannot be swapped or changed, and if a change in provision is required this will be constituted as a new contract and other children on the waiting list may take priority and an admin fee will apply.
 One month's notice of a termination of contract is required and failure to keep to the terms and conditions of the contract will result in its termination.
 If you have concerns with any payments throughout your child's time in the club, please contact the school office to discuss the matter further via bookings@cranwell.lincs.sch.uk.

Admin Fee

Any changes to a contract will result in a £20 admin charge.

Late Collection from After School Club

Collection after 5:30pm will incur an extra charge of £10.00 per child.

Collection after 5:45pm will incur a charge of £15.00 per child.

If a child is not collected by 18:00 a charge of £30 will be incurred per child.

Late collection payments charges will be sent via email to parents and require paying within 30 days.

Failure to pay the charges within the 30 days will result in an additional £20 admin Fee, adding to the fees above.

Consistent late collections

Being late to collect your child from after-school club can have a bigger impact on the school than it might seem. It affects staffing, safeguarding, and overall operations. School clubs are run by staff who have set working hours. If a child isn't collected on time, staff have to stay behind requiring overtime pay. Repeated lateness can strain staff and increase costs for the school. Schools have a legal duty to keep children safe. If a child isn't picked up, staff can't just leave, they must supervise the child until a parent or guardian arrives. In some cases, if no one can be contacted, the school may need to follow safeguarding procedures, which could involve social services. Late collections can delay staff from locking up buildings, picking up their children and getting home.

First late collection

Will result in a charge following the 'Late Collection from After School Club charges above.

Second late collection

Will result in an increase of £10 on each charge above

Third late collection

Will result in an increase of £20 on each charge above

A meeting will be requested at this point, which may result in your child's place being withdrawn. In extreme cases, involvement of local authorities if it becomes a safeguarding concern.

CANCELLATION/LEAVING SCHOOL NOTICE

1 MONTH CANCELLATION NOTICE MUST BE GIVEN. SESSION CHARGES FOR THE MONTH CANNOT BE WAIVED

Fees will be reviewed annually by the school governors.

Any changes to a contract will result in a £20 admin charge.

Please note:

Before and After School Club is term time only. The provision is not available on school training days nor during the holiday periods.

Before School Club includes a range of breakfast items (please see Before and After School Policy).

After School Club a light snack is included.

Completed forms must be returned to the school office or emailed to bookings@cranwell.lincs.sch.uk

Name of parent			
Email Address:			
AS PARENT OF THE CHILD ABOVE I CONFIRM THAT I REQUIRE THE SESSIONS TICKED ABOVE(signed by parent)	Date:	