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Caspers – Crockenhill After School Play Eat Relax Socialise

Breakfast and After School Care

Crockenhill Primary School

Stones Cross Road

Swanley BR8 8LT Provider Ref: 118254

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| **Summer Term 1 2023 Booking Form** **New – Caspers’ Credit Notes – Please see Terms and Conditions** |
| **Name of Child/Children** |  | **Class** |  |
| **Does your child have any allergies/medical conditions?** | **Yes / No** | **If yes, give details here:**  |
| **Does your child have any dietary requirements?** | **Yes / No** | **If yes, give details here:** |
| **Emergency Contact Name** | **Phone Number** | **Relationship** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
|  |
| **Week Beginning** |  | **Mon** | **Tue** | **Wed** | **Thur** | **Fri** | **Office Use** |
| **17th April 2023**Yr 3 Swimming Tuesday Morning 9am | **Breakfast**  |  |  |  |  |  |  |
|  | **After School**  |  |  |  |  |  |  |
| **24th April 2023** Yr 3 Swimming Tuesday Morning 9am | **Breakfast**  |  |  |  |  |  |  |
|  | **After School**  |  |  |  |  |  |  |
| **1 May 2023**Yr 3 Swimming Tuesday Morning 9am | **Breakfast**  | Bank |  |  |  |  |  |
| **Fri 5th Colour Run after school on field** | **After School**  | Holiday |  |  |  |  |  |
| **8th May 2023**Yr 3 Swimming Tuesday Morning 9am | **Breakfast**  | Bank |  |  |  |  |  |
|  | **After School**  | Holiday |  |  |  | **No** **Caspers** |  |
| **15th May 2023**Yr 3 Swimming Tuesday Morning 9am | **Breakfast**  |  |  |  |  |  |  |
|  | **After School**  |  |  |  |  |  |  |
| **22nd May 2023**Yr 3 Swimming Tuesday morning 9am  | **Breakfast**  |  |  |  |  |  |  |
| **Break up Half Term**  | **After School**  |  |  |  |  |  |  |
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| **OFFICE USE ONLY** |
| **Added to Gateway by EG** |  |
| **Amount Due** |  |
| **Full/Half Payment?** | **1ST**  | **2ND**  |

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| **TICK ONE** | **PAYMENT DETAILS** |
|  | **I will make payment in full for all 6 weeks by FRIDAY 14th April 2023 using the online facility “school gateway”.** |
|  |  |
|  | **I will pay in two instalments****Payment for weeks 1- 3 to be made by FRIDAY 14th April 2023****Payment for weeks 4-6 to be made by FRIDAY 5th May 2023** |
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|  | **I wish to use childcare vouchers to pay the full amount towards the cost of the sessions booked on the front of this form. Evidence of this payment should be sent in to** **caspers@crockenhill.kent.sch.uk** |
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| **Office Use Only****I confirm that the child/ren named attended Caspers on the dates shown on the booking form.****Signed:…………………………… Position: ………………………… Dated:……….** |
|  | **PLEASE RETURN ALL BOOKING FORMS VIA EMAIL TO** **caspers@crockenhill.kent.sch.uk****BY FRIDAY 31st March at the very latest to secure your child’s place** |
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| **Signed:**  |  | **Date:** |  |
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| * Breakfast Club allows on the day, walk in, bookings. After School Club, on the day bookings are considered, with minimum 24hrs advance notice if possible, providing there are spaces available. Mrs Bradley should be contacted by phone/text 07436 289735
* All booked spaces will be offered on a first come first served basis and on the condition that payment is made in advance.
* Please see attached changes introducing a Credit System to Caspers.
* Booking forms returned by emails to caspers@crockenhill.kent.sch.uk by Friday 31st March at the latest to secure your bookings.
* All booked sessions need to be paid in advance using online School Gateway by 14th April 2023 or in two instalments.
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| **I confirm that I have read and understand the Terms and Conditions below. Please tick box**  |  |

**Caspers - Terms & Conditions**

**Before we accept your booking, you must read and agree to the following terms and conditions:**

Breakfast Club Caspers (BC) will operate term time only from **7.35am** – until classes open (doors close at 8.15am

After School Club Caspers (ASC) will run from end of school day until 5.45pm. Children can be collected from Caspers After School Club from 4.45pm at the earliest by entering the side gate and walking over to the school mobiles on the playground.

**Prices**

* The current charge is £4 per morning session and £9 per afternoon session.
* On the day bookings are being taken for Breakfast Club at the rate of £5 and for After School Club £12
* For the After School Club session, there is a penalty charge of £10 for any child collected within the first 10 minutes after 5.45pm and £20 thereafter
* All fees and charges must be paid online using the “School Gateway” or by childcare vouchers. Cash and cheques are no longer accepted. **Non-payment means your booking will not be held and the space will be passed to the next person on the list.**

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| **PLEASE SEE NEW INFORMATION REGARDING CREDIT NOTES FOR CASPERS.****CREDIT NOTE TERMS AND CONDITIONS*** Parents must give at least 48 hours’ notice of cancelling a session and requesting a credit note for BC/ASC by sending an email to caspers@crockenhill.kent.sch.uk; Caspers will acknowledge, by return email, the session cancellation and request for a credit note.
* Credit notes must be redeemed against the next available, unpaid session. This will be arranged by the Breakfast/After School Club Manager.
* Parents will be notified by Breakfast/After School manager which session the credit note is being redeemed against.
* On the day sickness does NOT entitle a parent to a credit note.
* Credit can only be used within the term the credit note was issued i.e. Autumn, Spring or Summer.
* Credit notes cannot be redeemed against an on the day booking.
* Credit notes can only be redeemed for the type of session they were originally paid for i.e. Breakfast Club for Breakfast Club and After School Club for an After School Club session.
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**Bookings**

Before bookings can be confirmed, you must complete a booking form for your child, even if you only intend to use the club occasionally. Please return to the Caspers email at caspers@crockenhill.kent.sch.uk

All bookings need to be made, in advance, at the end of the previous term to ensure the correct staffing ratio.

You must inform us, in writing, if anyone else, other than those listed on the booking form will be collecting your child.

**Sickness policy**

Any child who has suffered from diarrhoea, sickness, fever or conjunctivitis should be kept away from the club for a period of 48 hours after such condition has ceased. Any child suffering from head lice should also stay away from the club until the hair has been fully treated and cleared. Should any child suffer from any of the above whilst at the club, you will be contacted immediately, and asked to collect them. The school’s policy on administering medicines will apply.

**Behaviour**

All children will be expected to follow the school rules and parents/carers will be asked to collect their child if their behaviour is unacceptable. The Caspers manager will bring any discipline matters to the attention of the parent/carer.

**General Information**

Parents/carers must inform the club manager of any change to their contact details. Anyone picking a child up must be over 18 and must accompany their child into the school office for the morning session and sign their child out of the afternoon session, recording the time of signing.

Reviewed February 2023 – creditnote