



AFTER SCHOOL CLUB

Booking Terms & Conditions

Charges

- After School Club – £5.50 for 3.15pm-4.15pm and £13.50 for 3.15pm-6pm (longer session includes a light snack)
- Club Telephone Number: 01420 81267

Booking procedures

- All sessions must be booked in advance (by 4pm the previous day for the After School Club)
- Permanent places must be booked and paid for in advance for each half term.
- Dates required must be entered on the booking form and paid for in advance (see below)
- Additional After School Club sessions may be available at short notice, but not guaranteed, contact on the day must be made via the school office on 01420 83656
- If you have not booked and paid for a session and your child is not collected at the end of the school day (3.15 pm.) we will contact you to collect your child
- Booking forms are available at Wootey Infant & Junior school and available on the Wootey Infant School website www.wootey-inf.hants.sch.uk
- Please indicate on the booking form if you use childcare vouchers and the name of the provider

Payment

- Payment confirms your acceptance of the booking conditions.
 - All payments must be made to Wootey Infant School and cheques payable to Wootey Infant School. Childcare vouchers must be presented at this point.
 - Payments can be made online and details will be available from Wootey School office
 - Payment must be made in advance preferably in full at the start of the half term.
 - As this is a school run provision, we have no funds available to cover non-payment
 - For emergency bookings made on the day, online payment can be made in advance or cash/cheque paid on collection of your child.
 - We reserve the right to charge a fee for late collection of any children. An additional £8.00 will be charged for every half hour that passes after 6pm until collection.
 - If you are in arrears, you will be unable to book any further sessions until the debt is cleared
 - We cannot offer refunds for any sessions your child does not attend
 - If you have returned the form, we sent asking for your childcare provider your account will have already been set up for childcare vouchers. If you are paying by vouchers simply tick the box and it will allow you to book your places.
- If you have not returned your form with your childcare provider details then your account will not have been set up ready for you to book and you will need to contact the office.