**Please write CLEARLY using BLOCK CAPITALS.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of child |  | Class |  |
| Address |  |
| Name of Parent/Guardian |  |
| Contact Telephone |  |
| Emergency contacts |  |
| Name |  | Tel |  |
| Name |  | Tel |  |
| Does your child have any allergies? |  |
| Does your child have any medical condition we should know about? |  |
|  |
| Name of family doctor |  | Tel |  |
| Address |  | Date |  |

**Booking Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Child** |  | **Class** |  | **Term** |  |
| Late pick up incurs a charge of £4 per 15 min. Once booked, you cannot cancel the booking. Ad hoc admin fee is £3. |
| Days Attending | **Session 1: £13.50** 1pm -3.15pm | **Session 2**: **£6.00**3.15pm – 4.15pm | **Session 3: £7.50** 4.15pm – 5.30pm | Who will be collecting your child? |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Parent’s Signature |  | Date |  |

Please return to Afternoon Care or the School Office.

**Information for parents about**

**Lower School Afterschool Club bookings**

Afterschool Club is available for pupils in Classes 1 – 5.

The Afterschool Club leader can be contacted at **AfterSchoolCare@edinburghsteinerschool.org.uk** or on the Afterschool Club mobile - 07736021516. This number is only checked after 1pm.

For the purposes of billing, **lower school afterschool club** will be divided into 3 sessions. The sessions will be as follows:

1) 13.00 – 15.15: £13.50

2) 15.15 – 16.15: £6.00

3) 16.15 – 17.30: £7.50

* **It is only possible to book complete sessions.**
* Any afterschool club time that is required for the term must be booked at the start of the term, and will be billed immediately. It is not necessary to book for a whole term - individual weeks, or short periods may be booked, but anything that is booked must be paid for.
* **No refunds are possible.**
* Late pickups (i.e. pickup after the end of the session that has been booked) will be charged at the rate of £4 for any delay up to 15 mins; a further £4 for collection between 15 and 30 mins late, etc. These fees will be added to the following term’s Afterschool Club bill.
* If spaces are available, ad hoc bookings for single days or groups of days may be possible once term has started. An administration fee of £3 will be charged for each ad hoc booking. Ad hoc bookings will be billed at the end of the relevant term.
* In order to book space, the booking form overleaf must be completed with the necessary emergency contact details before any afterschool club can be attended. These forms should be returned to the school office or the Afterschool Club leader.