

Holiday Club Booking Request

Ages 3 – 10 years

Child's/ Children's _____
name(s) _____

Date of Birth _____

Parent's /carer's name _____

Address _____

Email: _____ Telephone no. _____

Please list your requested dates, tick appropriate sessions and complete the 'Cost' column:

Date	7.30am- 6.00pm £30.00	8.45am- 3.15pm £25.00	7.30am- 12.15pm £20.00	12.15pm- 6.00pm £20.00	No. of places	Cost £

Please return your completed form to the school office **no later than 3 weeks before** the start of the holiday as places may be limited. Confirmation/invoice will be sent via email and full payment should be made in advance via Parent Pay, Bank transfer or voucher.

Charges valid as of 1st September 2017. This contract replaces any previous requests made.

I have read and understand the Terms & Conditions and agree to abide by them.

Parent's signature _____ Date _____

People authorised to collect: _____ Contact No: _____

PASSWORD FOR COLLECTION: _____



Dragonflies
Extended Provision
Denby Dale First & Nursery School
Gilthwaites Lane
Denby Dale
Huddersfield HD8 8SG
Headteacher: Jackie Wood
Tel: 01484 866071
Email: office@denbydale.education
Website: www.denbydale.education



Holiday Club: Terms & Conditions

Holiday Club share and adhere to whole school policies and procedures which can be found on the school website or requested at the school office.

1.0 Opening Hours

- 1.1 The Holiday Club will be open up to 12 weeks a year.
- 1.2 The club opens at 7.30am and closes at 6pm.

2.0 Collection

- 2.1 Your child must be collected by 6pm. If a child has not been collected by 6.30pm and staff are not able to reach any of the emergency contacts, Safeguarding procedures will be followed, which may involve contacting Social Care.
- 2.2 In the event that you are unable to arrive in time please telephone the office and let us know the circumstances. Late collection of your child will result in a late collection charge. Please see *Bookings, Fees and Charges* section for details.
- 2.3 If your child is to be collected by someone other than the parent/carer, please inform the staff in advance and ensure they use the password as stated on the registration form. Persons collecting must be over 16 years old.

3.0 Closure

Each day of any severe weather, the manager will make an assessment about whether it is safe and practical to open the Holiday Club to children. This decision will be made as soon as practically possible. Please be assured that the decision to close our Holiday Club will only be made in exceptional circumstances where the safety of your child/ren is the primary concern.

- 3.1 You will be informed by text if the Holiday Club is to close to your child/ren each day. If you do not hear anything from us, it will be open.
- 3.2 If Holiday Club needs to close early due to bad weather or other exceptional circumstances you will be informed by text on the number provided.
- 3.3 If Holiday Club is unavoidably closed there will be no charge for that day. However, if it is open and you choose not to bring your child/ren you will still be charged.

4.0 Health

4.1 Medicines can be only administered if prescribed by your GP or hospital and a consent form has been signed by a parent. All medication must be clearly labelled with the child's name and dosage instructions.

4.2 In the event of an accident a qualified member of staff will administer first aid or arrange transport to hospital. Every effort will be made to contact parents first, but the emergency may be considered too important to delay.

4.3 If your child/ren has/have any special dietary requirements please inform the school office when booking.

5.0 Bookings, Fees & Charges

5.1 All charges are payable **in advance** when booking sessions and are non refundable.

5.2 If your child is absent from Holiday Club, you will still be required to pay fees as normal to ensure their place is reserved for them.

5.3 Payments should be made via ParentPay for debit/credit card transactions, childcare voucher scheme or bank transfer/standing order.

5.4 To set up a standing order directly into school's bank account please contact the school office for further details.

5.5 Charges for late collection, for whatever reason, are £15.00 per child for every 15 minutes, or part thereof, until your child is collected.

5.6 If you have financial difficulties, please contact the school office as soon as possible.

6.0 Data Protection Act 1998

We will not give information about you to anyone outside the establishment without your consent unless the law or our rules allow us to. Our Privacy Notice is included in our Welcome Pack and further information is available from the school office upon request.