



Woodland Grange Primary School

Pre/Aftercare Service

Woodland Grange Primary School. Oadby, Leicester, LE2 4TY Tel: 0116 2720401
email – office@woodlandgrange.leics.sch.uk

Foundation Stage OUT OF SCHOOL CARE ADMISSIONS FORM

Session: Pre-Care / After Care (Circle as appropriate)
Child's Surname: _____ Child's First Name: _____

Name by which child should be addressed: _____

DOB: _____

Parent's Name _____ Carer's Name: _____

Address: _____ Address: _____

Post Code: _____ Post Code: _____

Home No: _____ Home No: _____

Work No: _____ Work No: _____

Mobile No: _____ Mobile No: _____

Class Teachers Name: _____

If we should need to contact somebody during the club opening times and we cannot contact you on the above numbers, please provide the name and details of two alternative carers:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone No: _____ Telephone No: _____

Relationship to Child: _____ Relationship to Child: _____

Language in which child communicates: _____

Special requests/requirements regarding religious observances, food, clothing, health or other matters, which we should observe whilst the child is in our care:

Please sign to give permission for your child to be taken out of the centre, within the school campus to – playing fields, main school buildings etc. Extra permission will be required for any off-site visits.

Signed: _____ Date: _____

Names of all persons authorised to collect your child:

Please notify us of any changes to the above information as soon as possible as we will not release your child to anyone who is not named on this form.



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Foundation Stage Admission Form contd.

Child's nationality: _____

Ethnic background: _____

Name of child's doctor: _____

Doctors address: _____

Doctor's telephone number: _____

Does your child have any allergies? Yes / No

If yes, please give details: _____

Has your child been in hospital recently? Yes / No

If yes, please give details: _____

Has your child any ongoing health problems: Yes / No

If yes, please give details: _____

Are there any special needs we should know about? Yes / No

If yes, please give details: _____

Do you agree to your child being given emergency treatment or admission to hospital, if necessary?

Signed: _____ Date: _____

Fees are payable termly or half termly in advance.

- There is a late payment charge of £10 for any payments not made by the due date, to cover administrative costs.
- Late collection will incur a charge of £5 for up to 15 minutes and £5 for each additional 15 minute block.
- Remember to use your vouchers to help pay towards these services. Please give information of the type of voucher you will be using below.

Voucher service to be used – include all details of provider, registration number etc.

Cheques should be made payable to **Woodland Grange Primary School**.

Please sign to say you have read and agreed to these terms.

Signed: _____ Date: _____



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ADVANCED BOOKING FORM

Child's Name: _____ DOB: _____
 Address: _____ Post Code: _____
 Home No: _____ Work No: _____
 Care required from: _____ (please insert start and end dates) And to: _____

Day	Pre-care from 7.45 a.m @ £5.50 (drink included)	Pre-care from 8 a.m @ £4.50 (drink included)	After Care to 4 p.m @ £5.50	After Care to 5.00 p.m @ £7.50	After Care to 6 p.m @ £9.50
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

CASUAL PLACES

We may have casual places available, please contact the setting leader to check availability on 07543803901.

If casual places booked are not cancelled before 12.00 noon on the day required, a fee of £5.00 hourly rate) will be charged.

Casual Rates:

Pre-Care (from 7.45 a.m.) - £6.00
 Pre-Care (from 8.00 a.m.) - £5.00
 After-Care (to 4 p.m.) - £6.00
 After-Care (to 5 p.m.) - £8.00
 After-Care (to 6 p.m.) - £10.00

TERMS AND CONDITIONS

- A deposit of £20.00 is required to secure a place per child. This is refunded when the child leaves, subject to one months' written notice of intention of withdrawal.
- Charges are payable termly or half-termly in advance.
- A charge of £10.00 will be incurred if payments are not paid by the due date.
- Late collection will incur a charge of £5 for up to 15 minutes and £5 for each additional 15 minute block.
- If children are collected after 6 p.m., a charge of £10 per 15 minutes will be made.
- Parents must notify the Group Leader if their child will not be attending for any reason (i.e attending a club, illness etc)
- Refunds cannot be made in the case of illness or attendance at other clubs.
- There will be no refunds for holidays during term time, in line with Local Authority expectations.

I have read and understood the terms and conditions.

Signed: _____ Date: _____

Deposit enclosed £20.00 Yes / No

Date paid: _____ Signed: _____

Receipt:-

Please make payment on-line through School Comms using the School Gateway on-line payment system.