**Millzone**

**Millfield L.E.A.D. Academy Care Service**

**Casual Booking Form**

We aim to offer parent/carers the opportunity to drop off and collect their children from the school at a time which fits in with their work/personal commitments and understand that sometimes care requirements are difficult to plan. We therefore accept casual booking (subject to availability) and just ask that you contact the school office at least 24 hrs beforehand.

The club has been allocated a dedicated area in the small hall and is packed with loads of games and activities ensuring that your child has a great time. Secure access is via the double doors at the front of the small hall.

Child care is available 7.45am to school opening & school closing to 6pm. (Prices and session times are detailed below)

Sessions run Monday to Friday term time only for children 5 yrs old and over.

Childs Name: ................................................................ DOB :.................................................................

Address: ....................................................................... Post Code: ..........................................................

Contact telephone number: Home............................ Mobile.................................................................

Care required from: ............................... (Insert start date) and to: ........................................... (Insert end date)

**Please tick the relevant sessions and collection times you require**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Pre-School Care  7.45am – 8.55am  @ £5.00  (Drink & Breakfast included) | Pre-School Care  8.15am – 8.55am  @ £3.00  (Drink & Breakfast included) | After School Care  3.15pm – 4.15pm  @ £6.00  (Drink Included) | After School Care  3.15pm – 5.15pm  @ £8.00  (Drink & Snack Included) | After School Care  3.15pm – 6.00pm  @ £9.00  (Drink & Snack Included) |
| Mon |  |  |  |  |  |
| Tue |  |  |  |  |  |
| Wed |  |  |  |  |  |
| Thu |  |  |  |  |  |
| Fri |  |  |  |  |  |

The fees are slightly higher due to administration costs involved and are payable before the day of care.

Terms and Conditions

* Parents will complete an Admission Form.(enclosed)
* A charge of £10.00 will be incurred if payments are not paid by the due date.
* If you are late beyond the agreed session collection time, up to 6pm, an extra £1 per 15 minutes will be charged. (via separate Invoice raised at the end of each month)
* If you are late beyond the agreed session collection time, after 6pm, an extra £5 per 15 minutes will be charged. (via separate Invoice raised at the end of each month)
* Parents must notify the Group Leader if the child will not be attending for any reason.
* Refunds cannot be made in the case of illness or attendance at other clubs.

I have read and understood the terms and conditions.

Signed ........................................................................................... Date ....................................................

Please make cheques payable to: Millfield L.E.A.D. Academy

Hat Road, Braunstone, Leicester. LE3 2WF Tel: 0116 2897151 e.mail - office@millfield.leics.sch.uk