



TOCKINGTON  
MANOR SCHOOL

Foundation Stage Holiday Club Application Form May 2017

Please complete in BLOCK CAPITALS

Class: Reception/Owls/Robins/Wrens

Child's First name: .....Child's Surname: .....

Child's D.O.B: .....Parent/Guardian name: .....

Address: .....

Post code: .....Home telephone number: .....

Work telephone number: .....Mobile number: .....

Email address: .....

Emergency contact name: .....Relationship to child: .....

Emergency contact number: .....

Your Child has .....hours of Government Grant to use this holiday

(The Government Grant is by law limited to a maximum of 15 hours a week)

Days and sessions required: Please ✓ in appropriate box

	Monday	Tuesday	Wednesday	Thursday	Friday
		✓	✓	✓	✓
Week 1 (7:30-8:30) Breakfast	29 <sup>th</sup> May Closed	30 <sup>th</sup> May	31 <sup>st</sup> May	1 <sup>st</sup> June	2 <sup>nd</sup> June
Week 1 (8:30-13:30)	29 <sup>th</sup> May Closed	30 <sup>th</sup> May	31 <sup>st</sup> May	1 <sup>st</sup> June	2 <sup>nd</sup> June
Week 1 (8:30-16:30)	29 <sup>th</sup> May Closed	30 <sup>th</sup> May	31 <sup>st</sup> May	1 <sup>st</sup> June	2 <sup>nd</sup> June
Week 1 (16:30-18:00) Aftercare	29 <sup>th</sup> May Closed	30 <sup>th</sup> May	31 <sup>st</sup> May	1 <sup>st</sup> June	2 <sup>nd</sup> June

**Payment:** Payment is due in full on receipt of an invoice. Places are subject to availability and will be allocated on a first come first serve basis.

**Cancellation:** TMS are unable to 'swap' days or reduce hours and sessions once these are booked for the holiday period.

**Refunds:** Refunds will only be made in the event of a day/session being cancelled by TMS.

**Personal Loss:** TMS cannot accept responsibility for any loss or damage to personal possessions.

**Safety and Behaviour:** TMS reserves the right to remove any child who is a danger to themselves and others or who demonstrates unreasonable behaviour. All parents or guardians will be informed of such behaviour and asked to sign an incident document.

**Late Collection/Changes:** Late pick -ups at the end of any session are subject to an additional charge of £4 for each 30 minutes or part of. Alongside this TMS also reserves the right to charge a £20 administration fee.

**Medical Cover:** The qualified practitioners will provide first aid cover daily. All parents or guardians will be informed and asked to sign regarding any injury incurred.

**Government Grant:** For those children with hours in bank, sessions are taken between 8.30am and 1.30pm daily.

Parent signature.....

Date .....

Once signed by the Manager a copy will be returned to you as conformation.

Manager's Signature: