Willows Before & After School Club.

Cheswick Pre-school, Nursery & Wraparound.

For office use only
Date received……

- ☐ Birth certificate seen
- ☐ 15/30 hour eligibility code received
- ☐ Added to registers
- ☐ Added to invoice system

Cheswick Green Primary School, Cheswick Way, Solihull, B90 4HG Tel: 01564 703336 E-mail: office@cheswick-green.solihull.sch.uk

CHESWICK BOOKING FORM FOR SESSIONS, TERM TIME ONLY SEPTEMBER 2027 – JULY 2028
ALL REGISTRATION FORMS MUST BE COMPLETED BEFORE A CHILD ATTENDS CHESWICK.

Name of child…… D.O.B……

Year Group in Sept…… Arrangements to begin on …… Arrangements to end on ……

I wish my child to attend at the following sessions, please tick the appropriate boxes.

	Willows Before School Club (Pre-school to Yr6)		Pre-school & Nursery (15/30 hour funded places)	Pre-school & Nursery Wraparound (15/30 hour funded places)	Pre-school & Nursery Wraparound (non-funded)	Willows After School Club (Pre-school to Yr6)			
	7:30-9:00 (Including breakfast)	8:30-9:00 (Breakfast not included)	9:00-12:00 (Including a snack)	12:00-15:00 (Opportunity to buy a school meal for an additional charge)	15:00-15:30 (Snack not included)	15:30-16:30 (Snack not included)	15:30-17:00 (Including a snack)	16:30-18:00 (Including a snack)	15:30-18:00 (Including a snack)
	£7.50	£3.60	£20.00	£20.00	£3.00	£7.20	£10.50	£10.50	£13.00
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

1. **Booking and Priority:** Places are allocated on a **first-come, first-served** basis. Staff allocation is based on applications submitted **before the start of each month**. Ad-hoc bookings may be accepted but cannot be guaranteed, as all sessions must comply with required **child-to-staff ratios**.
2. **Staffing and Ratios**: The club maintains strict **child-to-staff ratios** to ensure safety and quality of care. Staff allocation will be adjusted each month according to pre-booked applications to comply with **legal and safeguarding requirements**.
3. **Payment**: **Fees are payable in advance. Non-payment will result in loss of access** to the club until payment is received. Any previous debts not cleared within the agreed time frame may be referred to a **debt collection agency**.
4. **Cancellations and Non-Attendance**: Cancellation of sessions must be made at least **one month in advance** to avoid charges. **Sessions booked but not attended will still incur full fees**.
5. **Late Collection Fees**: Late fees apply as follows: **£20 per 15 minutes after 6:00 PM**, and **£5 per 15 minutes** at any other time. The **safety and welfare of pupils is paramount.** Failure to collect a child on time will trigger our **safeguarding procedures** and may result in escalation to **external third parties**.
6. **Terms of Use:** You agree to all **payment terms, booking policies, staffing requirements, and late fee policies**. The club reserves the right to **refuse service** to families with unpaid fees or outstanding debts.