PLUS BASE
ST MARY AND ST JOHN CE PRIMARY SCHOOL
MEADOW LANE
OXFORD OX4 3AJ
TEL: 01865 723841

2021-22 ACADEMIC YEAR

PLUS BASE REGISTRATION FORM

Child's full name: ..... Date of birth: .....

Year group in the academic year requiring after school care .....

NAME USED, IF DIFFERENT FROM ABOVE: .....

Home address:.....

.....

Tel No:..... Email:.....

Name of parent/carer: ..... Relationship to child.....

Place of work: ..... Tel No:.....

Allergies or medication: .....

Does your child have any special educational needs? .....

Child's doctor: .....Tel No:.....

Doctor's address:.....

I give permission for staff at the setting to seek any necessary emergency medical advice or treatment for my child ☐ *(please tick)*

Alternative emergency contact numbers in order of preference:

1. Name:..... Tel No:.....
2. Name:..... Tel No:.....

PLEASE TICK THE DAYS YOU REQUIRE YOUR CHILD TO ATTEND PLUS BASE – **WITH EFFECT FROM**.....

Monday	Tuesday	Wednesday	Thursday	Friday

IF YOUR BOOKING IS A ONE OFF PLEASE STATE THE DATE YOU WISH TO BOOK:.....
PLEASE TICK IF THIS BOOKING WILL BE REGULAR ☐

BY SIGNING BELOW, YOU HAVE READ AND UNDERSTOOD THE TERMS & CONDITIONS OVERLEAF AND AGREE TO ABIDE BY THEM.
N.B. PLEASE NOTE REGISTRATION MUST BE RENEWED AT THE END OF EACH ACADEMIC YEAR

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

Print.....

PLUS BASE

OUT OF HOURS CHILDCARE PROVISION AT ST MARY AND ST JOHN CE PRIMARY SCHOOL

BOOKING TERMS & CONDITIONS
(LAST UPDATED 6TH SEPTEMBER 2018)

1. **CONDITIONS OF BOOKING**

   PARENTS/CARERS MAY BOOK PLACES IN EITHER PLUS BASE SUBJECT TO ACCEPTANCE OF THESE TERMS AND CONDITIONS AND COMPLETION OF THE REGISTRATION FORM OVERLEAF. ACCEPTANCE OF ALL SCHOOL POLICIES IS REQUIRED.

2. **BOOKING ARRANGEMENTS**

   PLACES ARE BOOKED **AT THE END OF TERM FOR THE FOLLOWING TERM**. ONCE BOOKED, PARENTS/CARERS WILL BE CHARGED FOR THESE SESSIONS WHETHER THE CHILD ATTENDS OR NOT, EVEN IN THE EVENT OF SCHOOL TRIPS OR ILLNESS. IT MAY BE POSSIBLE TO BOOK AN OCCASIONAL SESSION, DEPENDING ON AVAILABILITY OF PLACES: ALL SUCH **EXCEPTIONAL BOOKINGS SHOULD BE MADE THROUGH THE OFFICE AND NOT DIRECTLY THROUGH THE PLUS BASE STAFF.**

3. **PAYMENT**

   INVOICES FOR PLUS BASE ARE PUT ON PARENTPAY EACH TERM AND ARE TO BE SETTLED BY THE DATE SPECIFIED. A LATE PAYMENT FEE OF £15 WILL BE ADDED TO ANY INVOICE THAT IS NOT PAID AFTER A SECOND REMINDER LETTER HAS BEEN ISSUED. THE SCHOOL WILL WITHDRAW THE USE OF PLUS BASE IF THE INVOICE STILL REMAINS UNPAID. THERE CAN BE **NO REFUND FOR MISSED SESSIONS.**

4. **NOTICE PERIOD**

   SESSIONS ARE AUTOMATICALLY RENEWED ***WITHIN*** AN ACADEMIC YEAR EACH TERM. PARENTS/CARERS SHOULD GIVE NOTICE OF TERMINATION OR CHANGES TO DAYS, **IN WRITING TO THE FINANCE TEAM** (FINANCE@ SSMJ.OXON.SCH.UK) BY THE LAST MONDAY OF TERM FOR THE FOLLOWING TERM. VERBAL OR WRITTEN NOTICE GIVEN DIRECTLY TO THE PLUS BASE STAFF WILL NOT BE ACCEPTABLE. **PLEASE NOTE THAT REGISTRATION MUST BE RENEWED AT THE BEGINNING OF EACH ACADEMIC YEAR AND AUTOMATIC REGISTRATION BASED ON PRIOR USE OF PLUS BASE, SHOULD NOT BE ASSUMED. ALL PLACES ARE ALLOCATED ON A FIRST COME, FIRST SERVED BASIS.**

5. **LATE COLLECTION FEE (AFTER 5.50PM)**

   THE SCHOOL RESERVES THE RIGHT TO CHARGE A LATE COLLECTION FEE OF £15.