**Captains Close Wrap Around Care – Booking form**

**2022/2023**

Thank you for taking an interest in the school’s Wrap Around Care provision for the academic year of 2022/2023. This booking form is attached to the contract that will need to be filled out before your child(ren) can attend.

The booking from **needs to be completed** and handed in to WAC, or to the office or emailed directly to the office, **preferable four weeks in advance**. However, we appreciate that parents work shifts and therefore will require **the form the Thursday of the week before** so we can plan and order food for the children, using the provision. If this booking form is not completed, your child/children is not guaranteed a place. This includes, completing the form on the day for emergency provision, at the discretion of the WAC manager, Mr Turbayne.

The Wrap Around Care is based upon a booking system. If you like to add on extra sessions, you just need to call the office after 9am or check with the staff in the afterschool session, we need to check there is availability in the diary. If you have booked sessions that you no longer require, please do let us know 72 hours prior to cancelling, if sessions are cancelled later than this then you may still be charged (apart from exceptional circumstances) as we may then struggle to fill the space.

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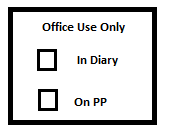
Name(s): ……………………………………………………………………………………………

Signature: ………………………………………………………………………………………….

**EMERGENCY CONTACT NAME AND NUMBER**:……………………………………………………………….

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| **Session** | **Monday**  **Date** | **Tuesday**  **Date** | **Wednesday**  **Date** | **Thursday**  **Date** | **Friday**  **Date** | **Total Cost of Sessions** |
| **Breakfast Club - £4.50**  7.30 am - 8.45 am |  |  |  |  |  | £ |
| **Aftercare - £4.50** 3.15 pm - 4.30 pm |  |  |  |  |  | £ |
| **Aftercare - £4.50** 4.30 pm - 5.45 pm |  |  |  |  |  | £ |
| **Aftercare - £9.00** 3.15 pm - 5.45 pm |  |  |  |  |  | £ |

**Please return the slip to the office or**

 **e-mail: office@dsatcaptainsclose.org**

Kind Regards

Lee Gill (DSAT Extended Care Manager)