

# Bishop Lonsdale Day Care

## Application Form

### Booking Process

- You must book your child's place by Friday of the previous week.
- Payment must be made in advance at the time of booking.
- We will not be able to take last minute bookings.
- Places are allocated on a first come, first served basis.
- Please fill in an admission form if this is the first time your child is staying in Day Care.
- Please place your envelope and booking form in the black letterbox in reception.

**Breakfast Club 7.50am** includes breakfast                      **£5.00**

**Early Drop Off 8.20am** no breakfast included                      **£3.50**

**Late Pick Up 3.30-4.30pm** includes snack and drink                      **£4.50**

**Tea 3.30-6.00pm** includes snack and tea                      **£10.00**

Child's Full Name \_\_\_\_\_ Class \_\_\_\_\_

I would like my child to attend the following sessions:-

This week only  Every week until further notice

Date	Monday	Tuesday	Wednesday	Thursday	Friday
7.50am					
8.20am					
4.30pm					
6.00pm					

Parent's Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

I enclose the amount of  £



## **Bishop Lonsdale Day Care**

**186 St Albans Road Derby DE22 3HH**

**Telephone 01332 344795**

**Day Care Mobile 07733194381**

Bishop Lonsdale Day Care is available from Monday to Friday from 7.50 am to 6.00pm during term time.

We aim to provide a flexible service to meet the needs of children and their parents and carers, however, we do have to adhere to correct staffing ratios therefore advanced booking is essential.

If you telephone school to report your child's absence and they are booked at Day Care that day, please ask that the Day Care staff are informed of your child's absence or leave a message on the mobile phone. We are unable to accept any cancellations unless a child is ill.

We aim to provide a quality service and have policies and procedures in place regarding safeguarding, lost and uncollected children, behaviour and discipline and complaints. These are available upon request.

Parents of a child who wilfully damage toys and games will be asked to pay a contribution towards their replacement.

All children must be collected by 6.00pm or a fine of £10.00 will be charged for every ¼ hour over.

Payment should be made in advance. Should any arrears begin to accumulate, the child's day care place will be lost and the school will take all measures to recover the debt.

If paying by cheque, please make it payable to Bishop Lonsdale Primary School.