



Email:  
thegreenfieldclub@yahoo.co.uk

Website:  
www.greenfieldclub.co.uk

The Greenfield Centre  
Park Avenue  
Winterbourne  
Bristol  
BS36 1NJ  
01454 777604

## Out of School, In Service Days and Holiday Play Scheme

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(Reg. Charity No. 1087674)

**Re: Term time Allocated Place**

May 2019

Dear Parent/Carer,

If your child already has an allocated term time place with us, please see Sian, Liz or Elaine at Club to book again for September 2019-July 2020. You will not be asked to provide a new membership form but to check your details against the Club records and pay the annual fee of £25 per child. You will also be asked to give any changes to your address or contact numbers and agree to the terms and conditions of your allocated place. For September starters your first invoice will be sent out on Aug 15<sup>th</sup> to pay in advance for September's fees (and September 15<sup>th</sup> for October and so on)

For newcomers/parents applying for a place for a new child please note that we must have a membership form and an allocated places form from you, so please complete and return the attached forms for September 2019 - July 2020.

The Allocated Places Form is a contract which guarantees your place/s, providing the specific criteria is met and the Club has space. Any changes or cancellations must be communicated using the appropriate form. Four weeks paid notice of any changes or cancellations must be made.

Children join us throughout the year and especially around September. It is therefore imperative that the following timetable is adhered to, to help guarantee your place/s-

1. For new members, return the enclosed paperwork- Membership Form & Allocated Places Form (plus for children starting Reception Class in September 2018, the additional Play Diary information sheets which will be handed to you when you visit us) by the deadline of **Monday July 8<sup>th</sup> at the latest**, along with the annual membership fee of £25 per child.
2. On receipt of the enclosed forms Club Manager Sian Pumford will allocate places based upon a first-come, first-served basis. We will then **only contact you if you do not have a place.**
3. Payment for a term time Allocated Place must be made **in advance** by **bank transfer or childcare vouchers.**
4. All monthly payments for allocated places **must be made in advance by the due date on your invoices.**
5. For parents/carers who wish to use our **term time ad hoc booking system**, the ad hoc forms for September, October and November 2019 can also be found online or at the desk. You will need to pay your membership fees by **Monday July 8<sup>th</sup>** and all childcare fees in advance.
6. **Holiday Club booking** packs (activity programmes, newsletters and booking forms) are available on our website around four weeks in advance with the booking deadline being one to two weeks before the Holiday Club starts. Payment is also due in advance for Holiday Club and can be paid by cash (exact amount please), bank transfer or by using childcare vouchers.

**You will be contacted shortly after the deadline if you have NOT been allocated a place. The reasons for this may include submitting incomplete forms, no membership fee or being one of the last parent/carers to return the forms.**

Mrs Sian Pumford

Club Manager

(On behalf of the Management Committee)



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Out of School, In Service Days and Holiday Play Scheme

**Allocated/Regular Places Form**  
(September 2019 - July 2020)

Please mark which days you would like to request for an allocated term time place, starting from 1<sup>st</sup> September 2018/the first day back to school.

- Completion of this form means that you are guaranteed these places throughout each term, according to Elm park term dates and unless notified otherwise.
- You must complete an Amendments & Cancellations form to make any changes and FOUR WEEKS paid notice is needed to cancel an allocated place. Please note that you are responsible for **CANCELLING** your place via a Cancellation & Amendments form.
- As your place / places are guaranteed, they must be paid for whether or not your child/children attend.
- Payment must be made in advance by bank transfer or with Childcare Vouchers.

For any other term time attendance please use our ad-hoc monthly booking forms- Payment must also be made in advance for ad-hoc bookings.

Please tick the appropriate boxes below-

	MORNING	AFTER SCHOOL
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Payment by bank transfer	Payment by childcare vouchers
Firm Booking	Provisional Booking
If you have ticked 'provisional booking' then your firm booking must be made by Friday 10 <sup>th</sup> August by emailing Sian (Manager) at <a href="mailto:thegreenfieldclub@yahoo.co.uk">thegreenfieldclub@yahoo.co.uk</a> .	

Name(s) of Child (Children): \_\_\_\_\_ Date/s of Birth: \_\_\_\_\_

Age/s of child/ren (as from 1<sup>st</sup> Sept 2019 or now if a different starting date): \_\_\_\_\_

Start Date: \_\_\_\_\_ First Session Attending (Breakfast/After School) \_\_\_\_\_

School: \_\_\_\_\_ Class: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_



## Amendments & Cancellations Form

(For an Allocated/Regular Term Time Place)



Please use this form to request any future changes or cancellations to your child's allocated place.

- Please mark which days you would like to change/cancel.
- Completion of this form means that you are changing/cancelling your guaranteed place/s.
- Four weeks' notice of any change is required. Charges shall continue for four weeks from receipt of this form.

**CHANGING FROM AND TO:**

Changing from	MORNING	AFTER SCHOOL
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Changing to	MORNING	AFTER SCHOOL
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

**CANCELLING:**

Cancelling	MORNING	AFTER SCHOOL
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Date of last session on 'Changing From' table: \_\_\_\_\_

Date of first session on 'Changing To' table: \_\_\_\_\_

Date of last session being cancelled: \_\_\_\_\_

Further notes:

\_\_\_\_\_

Name/s of Children:
Date/s of Birth:
Age/s on Thursday 1 <sup>st</sup> September 2018:
Name of parent/carer:
Home Address:
Email address:
Telephone number:
Signature:
Date: