



Email:
thegreenfieldclub@yahoo.co.uk

(Reg. Charity No. 1087674)

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

Out of School, In Service Days and Holiday Play Scheme

Re: Term time Allocated Place 2024/2025

Dear Parent/Carer,

If your child already has an allocated term time place with us then it will roll on unless cancelled by yourself by August 15th each year. 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 or before Aug 15th to pay in advance for September's fees (and September 15th for October and so on)

If you have any amendments or cancellations, please email Sian at thegreenfieldclub@yahoo.co.uk. 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 inform us of 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 or before Aug 15th to pay in advance for September's fees (and September 15th 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 (please complete and return the correct forms for 2024 - 2025).

The Allocated Places Form is a contract which guarantees your place/s, providing the specific criteria are 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 your paperwork- Membership Form & Allocated Places Form (plus for children starting Reception Class in September 2024, the additional Play Diary information sheets which will be handed to you when you visit us) by the deadline of **Monday August 12th at the latest**, along with the annual membership fee of £25 per child by the deadline stated on your membership invoice.
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**, please email through your date requests. You will need to pay your membership fees and all childcare fees in advance.
6. **Holiday Club booking packs** (activity programmes, information & 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 being paid by the due date or being one of the last parent/carers to return the forms.

Ms Sian Pumford

Club Manager

(On behalf of the Management Committee)



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 thegreenfieldclub@yahoo.co.uk

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Out of School, In Service Days and Holiday Play Scheme

Allocated/Regular Places Form
 (2024 - 2025)

Please mark which days you would like to request for an allocated term time place, starting from 1st September 2024/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 Monday 12 th August by emailing Sian (Manager) at thegreenfieldclub@yahoo.co.uk .	

Name(s) of Child (Children): _____ Date/s of Birth: _____

Age/s of child/ren (as from 1st Sept 2024 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:
Name of parent/carer:
Home Address:
Email address:
Telephone number:
Signature:
Date: