



Chew Stoke Out of School Club

Procedure for booking places on an ad hoc basis (i.e. – on the same day)

- All parents/carers need to ensure that they have completed a registration form for each child for the current academic year and paid the registration fee. The Club is unable to admit any child who is not registered.
- Telephone the Club on the mobile number listed on the Club website and leave a message on the answer machine stating the child's name and your telephone number.
- The answer phone will be checked at 12.00pm daily. You will be informed by 1.30pm.
- This place will only be confirmed if you receive a message confirming availability or you are spoken to directly – so please leave a telephone number on which we can contact you – i.e. mobile phone.
- Payment in full for the session **MUST** be made when you collect your child at the end of the session, or proof of payment by bank transfer or childcare voucher.