

Linton Out of School Club

Email: losc@lintonvc.org

Telephone: 01223 891233 / 07814 724468

Booking Information 2024/25

The booking form is an Excel spreadsheet and should be completed electronically. Instructions for how to complete the form can be found on the next page.

All bookings will need to be paid for in advance, if this causes you financial difficulties please contact losc@lintonvc.org in confidence. Childcare vouchers or online banking are our preferred payment methods.

Invoices will be issued as proof of receipt. We are registered as a childcare provider with most of the main voucher providers but please contact losc@lintonvc.org if you would like to check if we are already registered with your childcare voucher provider.

BANK DETAILS

Account Name: Anglian Learning

Sort code: 20-17-68

Account Number: 20219495

Please use your surname and LOSC as the reference

The club WILL NOT accept bookings without FULL payment, unless prior arrangements have been made with the Manager.

The cost of each session has remained the same for this year and prices are as follows:

	1 st Child	Subsequent children
4.30pm	£8.90	£8.00
6pm	£13.00	£11.70

If you wish to make any additional "one-off" bookings, please let us know at least one week in advance to give staff the chance to check overall numbers and double check we have space. Please note we cannot guarantee that we will be able to accommodate any "one-off" bookings.

Conditions of booking

- Please be aware that we are unable to cover the costs within the budget for unpaid fees. Therefore any outstanding fees from a previous term must be settled before your new booking is accepted.
- If you collect your child after your agreed collection time the club will make an additional charge at the rate of £1.00 per child for every additional minute. This is needed to cover staff costs. If you are running late please phone to let staff know. We understand that traffic can cause unexpected delays, but continued lateness may result in losing your place at LOSC. Staff cannot be expected to extend their working hours without notice and without pay.
- When you make a payment by electronic transfer please email losc@lintonvc.org to advise. Please also contact us if you require any childcare voucher payment information or wish to discuss payment.

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Instructions for completion of booking form

The booking form is in Excel format and should enable a quick and easy process for completion.

Step 1.

Complete your contact information. There are four green cells at the top of the form which you can type into to provide your name, email address, telephone number and child's surname.

Step 2.

Fill in your child(ren)'s name(s) in the green boxes. If you only have one child please complete cell C7. If you have more than one child please complete cells C7 and E7 (and G7 should you have three children).

Step 3.

For each child please specify which school you would like them collected from. Please note, there is a drop-down menu which must be used, please choose the relevant school per child (Linton Infants or Linton Heights).

Step 4.

For each date there is a drop-down menu for pick up times of either 4.30pm or 6pm. Please choose the relevant time for each date you would like to book your child in. Leave blank the dates that you do not wish to book. Should you mistakenly choose a pick up time for a date you do not wish to book, click on the relevant cell and press delete on your keyboard.

Step 5.

The totals will be automatically pre-populated according to which pick up time you have chosen and also if you have more than one child. A total will appear at the bottom of the page.

Step 6.

Save the completed form for your own records and email a copy to losc@lintonvc.org who will process your booking.