Dear Parent,

Please find below a booking form for our February 2019 Playscheme provision. Please return all booking forms to g.l.marsden@leeds.ac.uk.

Places will be offered on a first come first served basis. To avoid disappointment, please return this booking form by **Friday 18th January** (university staff and students have priority until this date).

Any cancellations will only be accepted up until to **Friday 25th January**, after which all sessions booked must be paid for in full regardless of attendance. Refunds cannot be given in cases of non-attendance. Fee schedules will be sent out the week commencing **Monday 28th January** at the latest.

Please note the deadline for payment for sessions booked is **Monday** **4th February.**

Thank you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 18th February** | **Tuesday 19th February** | **Wednesday 20th February** | **Thursday 21st February** | **Friday 22nd February** |
| |  | | --- | | **Morning**  **8.15am-1.00pm** | |  |  |  |  |  |
| |  | | --- | | **Afternoon**  **1.00pm-5.45pm** | |  |  |  |  |  |

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a member of staff or a student at the University of Leeds? **Yes / No**