



# Chew Stoke Out of School Club

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## Procedure for booking places on an ad hoc basis (ie – 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. CSOoSC are unable to admit any child who is not registered.
  
- Telephone CSOoSC on 07511 539003 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 – ie mobile phone.
  
- Payment in full for the session **MUST** be made when you collect your child at the end of the session.