



SOS Holiday Club Booking Form

INFORMATION

You can request Holiday Club places before or after the holiday planner is released

Please complete and return to SOS at early as possible to guarantee your child's place and assist us with staffing levels and trip bookings.

Please note that there may be a cut-off date for holiday club requests. This should be communicated by email prior to the holiday period. We will try to accommodate ad hoc requests but this may not always be possible once staffing is arranged and trips booked.

TRIP DAYS

Please refer to the holiday planner document to check if lunch is being provided on trip days or a packed lunch is required. Please note that on trip days the placement is for the **whole day** and we cannot accommodate half days

FEES

All fees will be invoiced and we appreciate your prompt payment.

Please complete ALL details below

Holiday Period (e.g. May half term, long summer holiday)	
Name of Requestor	
Name of Child 1	
Name of Child 2	
Name of Child 3	
Email Address for queries and confirmation	
Contact Phone Number	
Address	
Number of pages in this request	

Signature of parent/guardian _____

Date of Request _____

Place details to follow on Page 2

Continuation Sheet: SOS Holiday Club Booking Form

Name of Requestor _____

Date of Request _____

Places Required

Day and Date e.g. MON 3 AUG or MON 3 AUG – FRI 7 AUG	Session Required (delete as applicable)	Child Name (leave blank if you are requesting places for only one child)	Notes, e.g. alternative dates if session not available	Office Use Only Session Approved and Booked?
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N
	Full Day / Morning / Afternoon			Y / N

Print additional copies of this page as required. If completing in Microsoft Word, press the Tab key in the last box to add additional lines. If completing by hand, please ensure your name and the date is on each additional page and the number of pages is accurate.

OFFICE USE ONLY

Details Transferred to Register	
Bookings confirmed to Parent	
Date of Confirmation	On _____ by : phone / email / paper copy of form
Name of Staff Member	