**After School Club and Breakfast Club Booking Form**

Today’s Date:------/-------/-------

Child’s Name………………………………………………………Setting/Class……………………………..

Parent/Carer name ………………………………………………………………………………………..……

Email……………………………………………………………………….Mobile Number……………………

**Important! Please note**:

Requested sessions are **not** guaranteed, but wherever possible we shall try to accommodate your requests.

If requested sessions are not available, would you like to be placed on the waiting list?

**Yes** **☐ No** **☐** (waiting list priority is strictly date order)

**Please tick below which sessions you would like if available**

|  |  |  |
| --- | --- | --- |
|  | **Breakfast Club**  **Session**  7.45am – 8.45am  (Term time only) | **After School Club**  **Session**  3pm – 5.30pm |
| £8.00 | £14.50 |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

PASSWORD:

Terms and Conditions:

* Parents / Carers may book places in Breakfast and After School Clubs subject to acceptance of these terms and conditions and completion of the registration form overleaf. Acceptance of all school policies is required.
* At least **2 weeks written notice** must be given to change a regular After School Club or Breakfast Club booking. Changes to sessions are subject to availability.
* You will receive an invoice at the beginning of each month. Payment is required within 14 days of the date of the invoice. The school will withdraw the use of After School Club after a second reminder letter has been issued and the invoice still remains unpaid.
* You agree to collect your child by the end of each session. There is a risk to the safety and well-being of the child resulting from late collection. After an initial ‘warning/reminder’ there is **an additional charge of £10.00 per child, every 15 minutes, made for late collection**. **Late fines must be paid immediately**. In line with the After School Club policy more than two, separate additional payment ‘fines’ will lead to a withdrawal of your child’s place.
* You agree to inform staff in advance if you wish your child to be collected by someone other than you (please provide us with a password).
* Priority will be given in the following order:

1. Looked After Children
2. Daycare children
3. Children already in our After School Club
4. Siblings currently in Comper
5. Number of sessions applied for - highest to lowest
6. All other

Signed ………………………………………………. Date ……………………….

Print name ………………………………………………………………..