Early Bird's Breakfast Club Booking Form

Please ensure that your booking form and payment reaches the school office two weeks prior to the session required. A booking will not be accepted without advance payment.

Dates	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	7:30 - 8:45	8:00 - 8:45	7:30 - 8:45	8:00 - 8:45	7:30 - 8:45	8:00 - 8:45	7:30 - 8:45	8:00 - 8:45	7:30 - 8:45	8:00 - 8:45
7th – 11th January										
14th – 18th January										
21st – 25th January										
28th January – 1st February										
4th – 8th February										
11th – 15th February										
25th February – 1st March	INSET	INSET								
4th – 8th March										
11th – 15th March										
18th – 22nd March										
25th – 29th March										
1st – 5th April										

Child's Name: ……

Child's Class: ……

Number of sessions booked: ……

Signed: ……

Date: ……

Total Cost: £……

Session Costs:
Time: 7:30 to 8:45 - £3.25 per day
Time: 8:00 to 8:45 - £2.25 per day

Paid by: Online / Cash / Cheque / Childcare vouchers (please attach receipt/confirmation of payment) *(please circle as appropriate)*

Autumn Term 2018-19

St Mary's Catholic Primary School

IMPORTANT BREAKFAST CLUB AND AFTER SCHOOL CLUB INFORMATION

We are very fortunate at our school to be able to facilitate wrap around care from 7:30 a.m. until 6:00 p.m. Monday to Friday in our Breakfast and After School Clubs.

Please read the information below to ensure that you are familiar with our booking procedures and charging arrangements:

- Places in the Breakfast Club and After School Club can be booked up to a term in advance, but all bookings should be made giving the school at least two weeks' notice.
- Emergency bookings may be available at shorter notice, including on the day, but only if there is sufficient space and the school is able to provide a safe level of staffing. Please contact the school office.
- Payment for sessions booked must be made in advance for all sessions that have been booked. We appreciate that this may be difficult for some parents and if you wish to discuss a payment plan then please speak to the School Business Manager.
- If payments fall into arrears, a letter will be sent home with the child stating the amount outstanding. The letter will state that the child cannot attend the club until full payment is received.
- Money and booking forms should not be handed in at the clubs; payments can be made on-line, via Childcare Vouchers or placed in the drop box in the school entrance.
- If parents want to cancel a session, a week's notice in writing is required. The session(s) will be refunded as a credit to the child's Breakfast or After School Club account, but may transferred to pay for other school activities or for hot school meals.
- If children are booked into the Club but do not attend, the session will still be payable.
- For the After School Club, a late pickup fee of £10 will be charged per 15 minutes, or part 15 minutes, for late collection (per child)
- For Breakfast club, children booked for an 8:00 session will be charged the additional £1.00 fee if dropped off before 8:00.
- Children collected late from school will be placed in the After School Club and parents charged the appropriate fee.

Fees:

Current Breakfast Club and After School Club fees are:

• Breakfast Club:	7:30 to 8:40	£3.25 per session
	8:00 to 8:40	£2.25 per session
• After School Club:	3:15 to 4:30	£4.50 per session
	3:15 to 5:30	£7.50 per session
	3:15 to 6:00	£10.00 per session
	Late pick up	£10.00 per 15 minutes or part 15 minutes.