ST TERESA'S CATHOLIC ACADEMY

BREAKFAST CLUB AD-HOC BOOKING FORM

CHILD/CHILDREN'S NAMES:--

CLASS:---

Week commencing	Mon	Tues	Wed	Thurs	Fri	Total No of Sessions

Sessions are £7.00 for ad-hoc bookings or £6.25 for parents on a Breakfast Club contract. Payment is due with booking. Please tick the appropriate box.

	I have paid £...by online transfer to Bank account number 46020360 at 30-93-20
	I have paid £...by childcare vouchers, with my child's name as reference.

☐ My child has not attended the Breakfast Club before.

☐ My child has the following allergy ....

Our terms and conditions are outlined overleaf.

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

For office use only:

Session Booked ………………

Payment checked by…………………..………..Date………………

BOO Countersigned by………………………………...Date………………

Bookings subject to availability please check with Extended Services Administrator before booking.

FEES: £6.25 per child per session, paid at the time of booking. Direct payments and childcare vouchers can be made however proof of payment should be attached to the booking form. Please note your sessions are not guaranteed until payment has been received. Any payments not received after the booking commences will be subject to a £10.00 late payment fee. Future bookings will not be accepted until the late payment fee has been paid.

BEHAVIOUR: In the event of a pupil behaving in an unacceptable manner the child will be given a warning and the parents will be notified. If this occurs on more than two occasions, on the third occasion, the child will be unable to attend his or her next session.

DROP OFF: **No parking on the school site.** All children should be accompanied by an adult who will sign them in on the register.

ABSENCES: Refunds will not be given for non-attendance unless 24 hours' notice is given

TOILET TRAINING: Whilst we are able to accept children who are still in nappies into our Pre-School we are unable to accept children into our Breakfast and Afterschool Club until they are fully potty trained as we do not have the staffing or facilities to accommodate this.