

**ST TERESA'S CATHOLIC ACADEMY**

**AFTER-SCHOOL CLUB AD-HOC BOOKING FORM**

CHILD/CHILDREN'S NAMES:-----

CLASS:-----

Week commencing	Mon	Tues	Wed	Thurs	Fri Until 5.30pm	Total No of Sessions

Sessions are £14.75 for ad-hoc bookings or £13.50 for parents on Afterschool Club contracts. Payment is due with booking. Please tick the appropriate box.

	I have paid £.....by online transfer to account number 50530260 at 30-63-54 with my child's name as reference.
	I have paid £.....by vouchers, with my child's name as reference.

My child has not attended the After-school Club before.

My child has the following allergies .....

Our terms and conditions are outlined overleaf.

Signed: .....

Date: .....

**PLEASE NOTE THAT ASC FINISHES AT 5.30PM ON A FRIDAY**

For office use only:  Session Booked .....  Payment checked by.....Date.....  Countersigned by.....Date.....
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## TERMS AND CONDITIONS

- BOOKINGS:** At least one week in advance, using the school booking form  
In the event of an emergency booking, please telephone the school office.  
Bookings subject to availability please check with Extended Services  
Administrator before booking.
- FEES:** £14.75 per child per session, paid at the time of booking. Cheques should be made payable to St Teresa's ASC. Direct payments (a/c no 50530260 sort code 30-63-54) 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.
- COLLECTION:** **No Parking is allowed on site at any time. A late collection fee of £5.00 is charged for every five minutes after 6.00pm.**
- 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.
- ABSENCES:** Refunds will not be given for non-attendance unless 24 hours' notice is given
- CONTACT NO: 07847 360290 (3pm – 6pm only)**