

**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

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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.

<input type="checkbox"/>	I have paid £.....by online transfer to Bank account number 50530260 at 30-63-54
<input type="checkbox"/>	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..... 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:** £7.00 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.