

Please complete the form below to book places in our Breakfast Club and Out Of School Club. **If you are booking for more than one child, please indicate which children will be attending each session.** Total costs for each day should be added in the final column.

**Please see our charging rates overleaf.**

Name(s) of child(ren) \_\_\_\_\_ Class(es) \_\_\_\_\_

Date	Breakfast Club	Please indicate how many and which children will attend each session.			
	From 8.00am	Session 1 3.15pm – 4.00pm	Session 2 4.00pm – 4.45pm	Session 3 4.45pm – 5.30pm	Total cost
M 3 <sup>rd</sup>					
T 4 <sup>th</sup>					
W 5 <sup>th</sup>					
T 6 <sup>th</sup>		Please do not use this form to book for today's after school sessions if your child is attending the OOSC late night session			
F 7 <sup>th</sup>					
M 10 <sup>th</sup>					
T 11 <sup>th</sup>					
W 12 <sup>th</sup>					
T 13 <sup>th</sup>					
F 14 <sup>th</sup>					
M 17 <sup>th</sup>					
T 18 <sup>th</sup>					
W 19 <sup>th</sup>					
T 20 <sup>th</sup>					
F 21 <sup>st</sup>					
School closed					
School reopens on Tuesday 8 <sup>th</sup> January 2018					
SUB TOTAL					
Late Booking Fee (£1.50) Y/N					

**GRAND TOTAL**

**Payment made by cash/cheque/gateway**

Booking forms **MUST** be submitted by **WEDNESDAY 28<sup>TH</sup> NOVEMBER 2018** or a late booking fee will be incurred.

<b>Office Use Only:</b> Form received.....	Late booking fee Y/N
Entered on School Gateway <input type="checkbox"/>	Date ..... Cash/Cheque
Date Gateway payment received.....	

## **Charges**

If you have more than one child attending a session, your total charge for that session will be the sum of the appropriate columns.

For example, if you have two children attending the OOSC Sessions 1 and 2, your charges will be:

$£3.50 + £2.75 = £6.25$  for Session 1

$£3.50 + £2.75 = £6.25$  for Session 2.

Total cost =  $£6.25 + £6.25 = £12.50$

<b>Session</b>	<b>Time</b>	<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>3<sup>rd</sup> Child</b>	<b>4<sup>th</sup> Child</b>
Breakfast Club	8 – 8.45am	£1.75	£1.75	£1.75	£1.75
OOSC Session 1	3.15-4.00pm	£3.50	£2.75	£2.00	£1.50
OOSC Session 2	4.00- 4.45pm	£3.50	£2.75	£2.00	£1.50
OOSC Session 3	4.45-5.30pm	£3.50	£2.75	£2.00	£1.50

## **Payment Methods**

Payment **MUST** be made at the time of booking. Payments may be made online via “School Gateway” or we accept cash and cheques, made payable to “Shanklea Primary School.”

Late booking forms will be subject to an additional charge of £1.50.

## **Late Collections**

Children **MUST** be collected by 5.30pm.

If you arrive late to collect your child from the session they are booked in for, five minutes grace will be granted. Any additional time after that will be charged at 50p per five minutes late.

## **Cancellations and Refunds**

Once a booking form has been submitted, refunds **WILL NOT** be issued for non-attendance as staffing costs have to be met.

Refunds will be given if your child is absent from school due to illness. In the event of school closure, for example adverse weather conditions or heating failure, a full refund will be given for the days when the Out of School Club is not available.