Shanklea Out of School Club **Booking Form SEPTEMBER 2019**

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**		**OOSC**			**Total cost**
	Please indicate how many and which children will attend each session					
	7.30 - 8.00am	**From 8.00am**	**Session 1 3.15pm – 4.00pm**	**Session 2 4.00pm – 4.45pm**	**Session 3 4.45pm – 5.30pm**	
T 3rd						
W 4th						
T 5th						
F 6th						
M 9th						
T 10th						
W 11th						
T 12th						
F 13th						
M 16th						
T 17th						
W 18th						
T 19th						
F 20th						
M 23rd						
T 24th						
W 25th						
T 26th						
F 27th						
M 30th						
					SUB TOTAL	
					Late Booking Fee (£2.00) Y/N	

GRAND TOTAL ☐

Payment made by cash/cheque/gateway

Booking forms **MUST** be submitted by **WEDNESDAY 17TH JULY 2019** or a late booking fee will be incurred.

Office Use Only: Form received…… Late booking fee Y/N

Entered on School Gateway ☐ 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

Session	Time	1st Child	2nd Child	3rd Child	4th Child
Breakfast Club	7.30 – 8.00am	£2.25	£2.25	£2.25	£2.25
Breakfast Club	8 – 8.45am	£2.00	£2.00	£2.00	£2.00
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."

If payment is not received, future bookings will not be accepted.

Late booking forms will be subject to an additional charge of £2.00.

Late Collections

Please note that if you are late collecting your child then you will have to pay for the next session in addition to your original charges.

Children MUST be collected by 5.30pm. Collection after this time will incur an additional charge of £10 to cover our costs.

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 elections, a full refund will be given for the days when the Breakfast Club and/or Out of School Club are not available.

Extended Hours

The earlier opening time of 7.30am will continue under trial from September 2019 to establish its feasibility going forward. We cannot guarantee that this early session will be available and at the same charging rate after the trial has been completed.