Shanklea Out of School Club **Booking Form DECEMBER 2016**

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**
T 1st					
F 2nd					
M 5th					
T 6th					
W 7th					
T 8th					
F 9th					
M 12th					
T 13th					
W 14th					
T 15th					
F 16th					
Late Booking Fee (£1.50) Y/N					

TOTAL

Booking forms **MUST** be submitted by **Friday 25th November 2016** or a late booking fee will be incurred.

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

Receipt number…….

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	8 – 8.45am	£1.25	£1.25	£1.25	£1.25
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.