

# Extended Services Regular Booking Form 2020/2021

Please use this form if you wish to book your childcare on an on-going regular basis for the academic year commencing 3<sup>rd</sup> September 2020

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

## SESSION TIMES AND COSTS

Session	Start Time	Cost	Session	Finishing Time	Cost
Breakfast Club	8.00am	£3.50	After School Short (A/S Short)	4.30pm	£5.00
			After School Long (A/S Long)	6.00pm	£9.00

Please tick the sessions/days on which you would like your child to attend extended service provision below:

## BREAKFAST CLUB

	Monday	Tuesday	Wednesday	Thursday	Friday

## AFTER SCHOOL CLUB

	Monday	Tuesday	Wednesday	Thursday	Friday
A/S Short					
A/S Long					

Signed (parent/carer): \_\_\_\_\_

Date: \_\_\_\_\_

By signing this form you are agreeing to abide by the after school club and breakfast club policies and terms & conditions on page two

**Please return to School Office ASAP as places are allocated on a first come first served basis.**

# Extended Services Terms & Conditions

Please read the following points carefully. Your signature on page one means you understand and agree to them all.

I agree to pay the fees for a complete half term in advance.

## **Cancellations**

Breakfast Club

Cancellations can be made by providing a minimum of **two weeks' notice**.

After School Club

Cancellations can be made by providing a minimum of **one months' notice**. Please note that this is due to the additional staffing and food planning requirements for After School Club.

Notice to be given to the school office: [office@waynfleteinfants.co.uk](mailto:office@waynfleteinfants.co.uk)

All refunds will be made against the next half term invoice, except where your child will no longer attend Extended Services in which case the refund will be made via the Squid online payment system.

Non-attendance due to the need to organise levels of staffing and purchase food, we are unable to offer a refund if a child does not attend for any reason (e.g. sickness).

## **Payment**

Payments will be invoiced and are expected to be paid via your on-line Squid account or Childcare Vouchers.

## **Late Collection**

Continuous late collection from After School Club will incur a charge of £5.00 for the first 15 minutes per child and a further £5.00 for every 5 minutes following.

## **Review of Fees**

Fees will be reviewed annually and parents will be notified within 30 days of any planned changes in writing.