



TEATIME CLUB – LONG TERM BOOKING FORM

Child(ren)'s Name(s)	
Class	

Tick the days you require and return the form to the School Office or email to o.howletch200@howletchlane.co.uk

I would like to book the following sessions each week until further notice:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Please see terms and conditions on the reverse of this form, this must be signed and dated.
Please note payments must be received prior to your child(ren) attending Breakfast Club.
Booked sessions will be cancelled until your account is in credit.

Please be aware there will be no Teatime Club on Friday 20th December & Friday 18th July.

Terms & Conditions

Please read the terms and conditions as set out below, then sign and date to show you agree with the terms and conditions of the bookings you are about to make.

- Teatime Club runs Monday to Friday, during term-time only. Teatime Club runs from the end of the school day to 5.15pm. **Late fees of £3.00 will be charged for every 15 minutes after 5.15pm.**
- Teatime club is held in the Children’s Centre. Children can be collected by parents/carers or a responsible adult (over the age of 16) from anytime until 5.15pm by pressing the bell at the door leading into the Children’s Centre.
- Bookings **must be paid at least one week in advance via Parentpay**, session fees are £6.00 per day – **failure to do so will result in bookings being withheld/cancelled – until your account has credit in.**
- **If you are in arrears future bookings may not be guaranteed**, as the place may be offered to another child, if there is a waiting list. Sessions **must be booked and paid for in advance** as stated in the Debt Management policy which can be viewed on the school website [Debt-Management-Policy.pdf \(howlatchlane.co.uk\)](http://howlatchlane.co.uk/Debt-Management-Policy.pdf)
- If you need to cancel a session and not be charged, you **must do this at least 24hrs before the start of the session**, unless your child is absent from school due to illnesses. This will allow the session to be offered to someone else and also allow the adjustment of staff required, if numbers are reduced.
- Eligible parents can benefit from claiming up to 85% of your childcare costs via Universal credit, please visit <https://www.gov.uk/help-with-childcare-costs/universal-credit>

Parent/Carer:	Signature:	Date:
Staff receiving & Confirming booking:	Signature:	Date: