



TEATIME CLUB - BOOKING FORM

Child(ren)'s Name(s)	
Class	

Tick the sessions you want to book and return the form to the School Office or email to o.howletch200@howletchlane.co.uk

Autumn Term 2024	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mon 2 nd Sep – Fri 6 th Sep	X	X	X		
Mon 9 th Sep – Fri 13 th Sep					
Mon 16 th Sep – Fri 20 th Sep					
Mon 23 rd Sep – Fri 27 th Sep					
Mon 30 th Sep – Fri 4 th Oct					
Mon 7 th Oct – Fri 11 th Oct					
Mon 14 th Oct – Fri 18 th Oct					
Mon 21 st Oct – Fri 25 th Oct					
AUTUMN HALF TERM					
Mon 4 th Nov – Fri 8 th Nov					
Mon 11 th Nov – Fri 15 th Nov					
Mon 18 th Nov – Fri 22 nd Nov					
Mon 25 th Nov – Fri 29 th Nov					
Mon 2 nd Dec – Fri 6 th Dec					
Mon 9 th Dec – Fri 13 th Dec					
Mon 16 th Dec – Fri 20 th Dec					X

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 Teatime Club.
Booked sessions will be cancelled until your account is in credit.

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: