

- Family discounts for up to 5.30pm will remain at £6 for first child, £3 for second and free for subsequent children.
- Family discount for up to 6pm will be £9 for first child, £4.50 for second and free for subsequent children.
- Late collection will incur a charge in line with the pricing structure.
- Late pick up after 6pm will incur a £10 fine in addition to the £9 booking fee. This is to cover the cost of staff having to work overtime as club staff finish at 6pm prompt and have to be paid an hourly rate.
- Regular late pick up after 6pm (3 x in a term) will result in the withdrawal of the use of this facility.
- Bookings must be made by the day before at the latest. No on the day bookings will be accepted.
- Any telephone bookings are made on the proviso that you agree to these terms and conditions.
- Payment should be made at the time of booking and must definitely be settled in the week that care was given. Arrears letters are sent home every Friday.
- Failure to pay fees on time will result in the withdrawal of the use of this facility until the arrears have been paid. Persistent non-payment will result in it being removed for the rest of the term.
- Arrears are regularly forwarded on to the Local Authority for them to raise invoices. This may result in debt collection agencies being involved if the invoice is not paid.
- Booking forms must include who your child is going to be collected by. If this changes then the school office must be notified.
- When dropping off or collecting your child we politely ask you to be as quick as possible. When parents stay behind to chat with either staff or other parents this distracts the staff away from supervising the children and unsettles other children. Children should bring all of their going home materials to the Club so that they do not have to go back to class.
- If you intend to reclaim the cost of before and after school club through Tax Credits then you must inform the school office. We are often requested to provide information to the HMRC to confirm the information you have provided them.
- Refunds will only be issued in the case of absence due to illness.
- Unused sessions cannot be swapped unless the request is received the day before care was to be provided at the latest.

Fairfield Community Primary School
Before and After School Care Weekly Booking

For office use:

Telephone booking
made by _____

Week beginning	Sessions Required (Please Tick)			
	Breakfast Club	After School Club		
Name of Child	From 7.50am £3.00	Up to 4.30pm £3.00	Up to 5.30pm £6.00	Up to 6.00pm £9.00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total £s				

Payment of £_____ is enclosed My child will be collected by_____

Signed _____ Date _____

By booking your child into Owl Club you agree to the terms and conditions overleaf.