

ST TERESA'S CATHOLIC ACADEMY

BREAKFAST CLUB AD-HOC BOOKING FORM

CHILD/CHILDREN'S NAMES:-----

CLASS:-----

Week commencing	Mon	Tues	Wed	Thurs	Fri	Total No of Sessions

Sessions are £6.25 for ad-hoc bookings or £5.50 for parents on a Breakfast Club contract. Payment is due with booking. Please tick the appropriate box.

<input type="checkbox"/>	I enclose a cheque to the value of £..... made payable to St Teresa's BC
<input type="checkbox"/>	I enclose cash to the value of £
<input type="checkbox"/>	I have paid £.....by online transfer/vouchers, with my child's name as reference. I have attached a copy of this transaction.

- My child has not attended the Breakfast Club before.
- My child has the following allergy

Our terms and conditions are outlined overleaf.

Signed: Date:

For office use only: Session Booked Payment checked by.....Date..... Countersigned by.....Date.....
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TERMS AND CONDITIONS

- BOOKINGS:** At least one week in advance, using the school booking form
In the event of an emergency booking, please telephone the school office
Bookings subject to availability please check with Extended Services
Administrator before booking.
- FEES:** £6.25 per child per session, paid at the time of booking.
Cheques should be made payable to St Teresa's Breakfast Club
Direct payments and childcare vouchers can be made however proof of
payment should be attached to the booking form. Please note your sessions
are not guaranteed until payment has been received. Any payments not
received after the booking commences will be subject to a £10.00 late
payment fee. Future bookings will not be accepted until the late payment fee
has been paid.
- BEHAVIOUR:** In the event of a pupil behaving in an unacceptable manner the child
will be given a warning and the parents will be notified. If this occurs on
more than two occasions, on the third occasion, the child will be unable
to attend his or her next session.
- DROP OFF:** **No parking on the school site.** All children should be accompanied by an adult
who will sign them in on the register.
- ABSENCES:** Refunds will not be given for non-attendance unless 24 hours' notice is given