

St Teresa's Catholic Academy

Pre-school Booking Form for non-contracted sessions

<u>NAME OF CHILD</u>		Mon Date:	Tues Date:	Wed Date:	Thurs Date:	Fri Date:	Total No of Sessions
Breakfast Club (7.55am-8.45am)	£5.50						
AM Session (8.45am-11.45am)	£16.00						
Lunch Club (11.40am-12.30pm)	£6.00						
PM Session (12.20pm-3.20pm)	£16.00						
After-school Club (3.20pm-6pm)	£12.00						

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 Catholic Academy'
<input type="checkbox"/>	I enclose cash to the value of £ (change will be returned with receipt)
<input type="checkbox"/>	I will make a Direct payment to 50529968 at 30-63-54
<input type="checkbox"/>	I will arrange a voucher payment by (insert date)

Signed:

Date:

For office use only:

Session Booked

Payment checked by.....Date.....

Countersigned by.....Date.....

TERMS AND CONDITIONS

- BOOKINGS:** In advance, using the school booking form
In the event of an emergency booking, please telephone the school office
- FEES:** Paid at the time of booking
Payment can be made by cash, cheques (payable to St Teresa's Catholic Academy), direct payment or childcare vouchers
- PARKING:** No parking on the school site.
- DROP OFF & COLLECTION:** Children can be dropped off from 7.55 am for Breakfast Club in Pre School. Children can be collected from the Main School Office from Afterschool Club.
- ABSENCES:** Refunds will not be given for non-attendance unless 24 hours' notice is given