

**Bressingham Primary School**

**Before and After School Club**

**Booking Form**

Child's full name .....

**Regular booking**

Please tick the days and sessions that you would like to book at the Before and After School Club on a regular basis.

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Before School Club					
After School Club					

**Start date:** Week beginning .....

**Please note:**

Two weeks paid notice is required to cancel a reserved regular booking place at both clubs.

**Individual session booking**

Please note priority is given to regular bookings, individual sessions may not be available on the days requested. Please wait until you have received confirmation of your booking request before.

Please write the date that you wish to book an individual session in the table below in the corresponding box.

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Before School Club					
After School Club					

**Before school**

- Sessions run from 7.30am to 8.40am daily
- Each session costs £4.00 per child
- Breakfast is available (for example cereal and toast)
- All children must be taken to the main hall and signed in by their parent/carer

**After school**

- Sessions run from 3.20pm to 6.00pm
- Each session costs £4.00 per child
- A healthy afternoon snack will be available (for example fruit, toast)
- All children must be collected from the main hall by 6.00pm. Late collection will be charged at an additional £8.00 per child

**All fees must be paid in advance through the school office (or via the collection box in the Club). For regular bookings, fees are required a week in advance, in accordance to our schedule. For individual sessions fees must be paid BEFORE the child attends. All fees are subject to an annual review each April.**

**A registration form must also be completed before a child may attend the club.**

**Parent's signature** ..... **Date** .....

**Office staff only**

Payment received £ ..... Cash/Cheque Date .....

Registration form completed ..... (date)

For regular bookings:

Weekly fees: £ .....

Staff signature .....