

## Booking Form Bedford Road Lower School

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Name of child.....

Monday		Tuesday		Wednesday		Thursday		Friday	
7.30- 8.45am		7.30- 8.45am		7.30- 8.45am		7.30- 8.45am		7.30- 8.45am	
3.15 - 4.15pm		3.15 - 4.15pm		3.15 - 4.15pm		3.15 - 4.15pm		3.15 - 4.15pm	
3.15 – 5.15pm		3.15 – 5.15pm		3.15 – 5.15pm		3.15 – 5.15pm		3.15 – 5.15pm	
3.15 – 6.00pm		3.15 – 6.00pm		3.15 – 6.00pm		3.15 – 6.00pm		3.15 – 6.00pm	

Signed ..... Date .....

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The fees are currently: 7.30am – 8.45am = £4.95 including Breakfast + Drinks  
 3.15pm – 4.15pm = £4.95 including Snack + Drinks  
 3.15pm – 5.15pm = £9.00 including Meal + Drinks  
 3.15pm – 6.00pm = £12.00 including Meal + Drinks

- Fees are payable on the 15<sup>th</sup> of the invoiced month and can be paid by cheque (£1 charge), electronic bank transfer, cash, Paypal (3.4% charge plus 20p), debit/credit card (3.4% charge plus 20p) or childcare vouchers
- There is a charge of £20 for collections after 6pm, a further £20 is payable for every 15 minutes thereafter, which will be added to the next invoice
- The club charges an annual registration/membership fee of £5 per child at the start of each academic year in September. You will also pay this fee on initial registration
- Fees are charged for booked sessions whether the child attends or not, a £2 fee will be passed at the manager's discretion if an absence is not communicated to us
- Children will be collected from their classrooms as soon as reasonably practicable at the end of the school day
- We offer a discount for siblings who are booked in with us full-time (ie before and after-school until 6pm) at least 4 days per week on a regular, on-going basis. The first sibling would receive a 5% discount, the second sibling would receive a 10% discount and a third sibling would receive a 15% discount. Any subsequent siblings would receive the maximum discount of 15% each
- Parents may be eligible to claim the working tax credits call HM Revenue & Customs helpline: 0845 3003900 or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)
- 4 weeks' written notice (text/email/letter) must be given to terminate your contract or to alter/cancel a permanent/regular booking
- 48 hours' written notice (text/email/letter) must be given to cancel ad hoc (occasional / one-off) bookings

**FOR BOOKING INFORMATION PLEASE CONTACT 07799320564**

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**FOR OFFICE USE ONLY**

	Sign and Date
Child loaded on to system	
Bookings loaded on to system	
Parent/Carer informed about booked sessions	
Parent/Carer received Club Handbook	
Any Medication?	