



## St Paul's First School - Before and After School Booking Sheet

Please complete a booking form for each child. Your booking cannot be accepted unless you have completed a registration form.

**Sessions will be charged monthly at the end of each calendar month and payments must be made in full within one week of the invoice date or children may not be allowed to attend sessions until accounts have been brought up to date.**

**All payments must be made within one week of the invoice date. If you wish to cancel or alter any bookings please note we require at least 24 hours' notice to action this otherwise the booking must be honoured and paid for. This must be made verbally by speaking to the school office.**

Child's Name: ..... Year Group:.....

### **Option A:**

Book sessions for the whole year if you know that your child will always attend on set days and times. Please fill in the box below if this applies to you:

	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

*Please ensure that you have ticked the boxes for the sessions you wish to book*

- I understand that I have to give 24 hours' notice if I wish to cancel a booked session or the session fee will still be charged.
- I understand that all notice must be given verbally by calling the school office.
- I understand that all payments must be made within one week of receiving my invoice.
- I understand that my child may be refused a place at the before and after school club if payments are not made on time.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_



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Child's Name: ..... Year Group:.....

### **Option B: Ad hoc Service**

If your work patterns alter from week to week and you do not require set days and times each week, please fill in the box below to reserve places on the required days/times. This form would need to be filled in each half term to book and reserve sessions.

Week One	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday 4 <sup>th</sup> September	SCHOOL CLOSED – INSET DAY				
Tuesday 5 <sup>th</sup> September					
Wednesday 6 <sup>th</sup> Sept					
Thursday 7 <sup>th</sup> September					
Friday 8 <sup>th</sup> September					

Week Two	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday 11 <sup>th</sup> September					
Tuesday 12 <sup>th</sup> Sept					
Wednesday 13 <sup>th</sup> Sept					
Thursday 14 <sup>th</sup> Sept					
Friday 15 <sup>th</sup> September					

Week Three	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday 18 <sup>th</sup> September					
Tuesday 19 <sup>th</sup> Sept					
Wednesday 20 <sup>th</sup> Sept					
Thursday 21 <sup>st</sup> Sept					
Friday 22 <sup>nd</sup> September					

Week Four	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday 25 <sup>th</sup> September					
Tuesday 26 <sup>th</sup> Sept					
Wednesday 27 <sup>th</sup> Sept					
Thursday 28 <sup>th</sup> Sept					
Friday 29 <sup>th</sup> September					

Week Five	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday 2 <sup>nd</sup> October					
Tuesday 3 <sup>rd</sup> October					
Wednesday 4 <sup>th</sup> October					
Thursday 5 <sup>th</sup> October					
Friday 6 <sup>th</sup> October					

Week Six	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday 9 <sup>th</sup> October					
Tuesday 10 <sup>th</sup> October					
Wednesday 11 <sup>th</sup> Oct					
Thursday 12 <sup>th</sup> October					
Friday 13 <sup>th</sup> October					

Week Seven	Breakfast Club		After School Club		Total
	7.30 – 8.45 am	8.00 – 8.45 am	3.15 – 4.30 pm	3:15 – 5:30 pm	
Charges per child	£6.00	£4.00	£5.50	£7.50	
Monday 16 <sup>th</sup> October					
Tuesday 17 <sup>th</sup> October					
Wednesday 18 <sup>th</sup> Oct					
Thursday 19 <sup>th</sup> October					
Friday 20 <sup>th</sup> October					

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