

Received by staff member ..... Date .....



## **KINLOCH KIDS CLUB** **TERM TIME BOOKING FORM**

Name of child .....

Class .....

### **BOOKING FORMS**

- Please fill in the days that you require childcare stating whether breakfast, after school or both.
- You must give sufficient notice of this, as we cannot always guarantee a place.
- Once you have completed the form please return to a member of staff to allow your child's name to be added to the register for the required days.
- Booking Forms **MUST** be kept up to date; this is to ensure your child is on the Daily Register.

<b>Week Beginning</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

Please tick the box if ongoing/until further notice

### **CANCELLATIONS**

- You **MUST** give a **FULL 24 HOURS** notice (before the start of your booked session) of any cancellations during term time, and **48 HOURS** notice during holidays and In-Service days.
- Failure to do so will result in the full charge for that days expected hours.

### **FEES**

- All Fees are to be paid in **ADVANCE**

### **LATE PICK UPS**

- There will be an **ADDITIONAL CHARGE of £5.00 PER FAMILY FOR ANY COLLECTIONS AFTER 6.00PM**
- Should there be anymore than three late pick ups in any one school term, then your child's place at the club will be reviewed by the Clubs' Committee.

Signed.....

Date.....