



Term Time Booking

PLEASE COMPLETE AND RETURN TO HOUGHTON PRIMARY SCHOOL OFFICE BY WEDNESDAY 01
APRIL 2009

ONE BOOKING FORM MUST BE COMPLETED PER CHILD

Applications will be dealt with on a first come, first serve basis

Child's Name: _____ Date of birth: _____

Summer 2009: 20 April— 17 July (12 weeks)

NOT including half term 25—29 May

Sessions		Fees	Days/Sessions required				
			Mon	Tues	Wed	Thurs	Fri
Before School	7.45am— 8.40am	£3.00 per child					
After School	3.15pm— 6.00pm*	£8.50 per child					

I have read and signed the parent contract (terms and conditions) and completed a registration form for my child.

I understand that I will be invoiced for the whole amount monthly and that fees must be paid within 7 days of invoice date.
Failure to pay on time will incur a penalty charge of 10% or £10 (whichever is greater).

I understand that this booking secures my child's place at the club and I will have to pay for all sessions booked in full, even if my child does not attend for any reason (including illness, school trips, attendance of other clubs, appointments, holidays etc).

I understand that I have to give 4 weeks notice or four weeks fees in lieu of notice of leaving the club.

*I understand that if I am late in picking my child up from the club I will be invoiced an additional £10 per quarter of hour per child in order to cover staffing and running costs.

All fees must be paid in to the school office.

Fees can be paid by cheque (made payable to CCC Houghton Primary School)

and/or child care vouchers.

Signed:

Date:

For office use: Child Registered? Yes/No Parent Contract returned? Yes/No

Date booking form received: _____

Date place confirmed with parents: _____