



## Early Birds and Night Owls Booking Form for Summer Half Term Two

Child's Name: \_\_\_\_\_

Please tick which club you require on which day.

### Week 1 (4<sup>th</sup> June 2018 – 8<sup>th</sup> June 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	£

### Week 2 (11<sup>th</sup> June 2018 – 15<sup>th</sup> June 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	£

### Week 3 (18<sup>th</sup> June 2018 – 22<sup>nd</sup> June 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	£

### Week 4 (25<sup>th</sup> June 2018 – 29<sup>th</sup> June 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	£

### Week 5 (2<sup>nd</sup> July 2018 – 6<sup>th</sup> July 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	£

### Week 6 (9<sup>th</sup> July 2018 – 13<sup>th</sup> July 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	£

**Week 7 (16<sup>th</sup> July 2018 – 20<sup>th</sup> July 2018)**

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	

**Week 8 (23<sup>rd</sup> July 2018 – 27<sup>th</sup> July 2018)**

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds Club @ £5.00					
Night Owls Club @ £10.00					
Total	£	£	£	£	£

Early Birds Club Total: £

Night Owls Club Total: £

Please note that charges are per session.

**I confirm that I have read through the prospectus and the information below.**

Parent/Carer Signature: \_\_\_\_\_

**Booking a place**

**Places are limited and therefore bookings are essential.** Bookings are taken each half term and payment is required up front. Occasional bookings are permitted only if space is available.

**Absence/Cancellations**

If your child should be absent for any reason, please telephone the School on 01332 760369 and select the relevant option to record their absence. Please clearly state their name, which class they are in and ensure that when you leave the message, you advise that they are booked into the Early Birds and/or Night Owls Clubs as well.

**Please provide as much notice as possible should you wish to cancel a session. Unfortunately, any sessions not attended will not be subject to a payment refund.**

**Should you wish to cancel your booking, 4 weeks written notice is required, and you will still be subject to payment for the cancellation period.**

**Emergency Procedure for Uncollected Children from the Night Owls Club**

If your child has not been collected within 30 minutes of the club closing and we have not heard from you or been able to make contact with you, the Senior member of staff will contact the Social Services Out of Hours Duty Officer. Should you be late to collect (after 6pm), a charge of £1 per minute will be required to cover the costs of the staff, building, admin and onsite costs to remain open. Each situation will be reviewed by the Senior Leadership Team and a letter issued to make payment where applicable.