

# Buzz Bees Care Club Booking Form

<b>Name of Child</b>	
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In order to book a place for a child, the parent/ carer must complete the booking form in full and send this in, with payment, (24 hours before, excluding weekends) the date on which the parent/ carer wants the child to attend the Care Club.

The booking form and payment must be sent to the child's class teacher or be given to the staff in the Care Club. It needs to be in an envelope marked with the child's name and class and labelled 'Buzz Bees Care Club.' Please note, booking forms and payment will not be accepted unless they are in an envelope. The office staff, on receipt of the form and payment, will check availability. A copy of the original booking form, which will have been stamped to confirm the booking, will then be sent back to the parent/ carer.

Week commencing		Booking times for Buzz Bees Care Club			
Day	Attending Care Club (tick)	Morning	Afternoon		
		8:00 - (8:45) 9:00 (£3.00)	3:30 - 5:00 (£4.50)	5:00-5:30 (£1.50)	5:30-6:00 (£1.50)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

<b>TOTAL COST</b>	
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- Attendance Fee.
  - Morning session £3:00 per child – 0800 – 0900,
  - Afternoon session £4.50 per child - 1530 – 1700,
  - Early Evening session £1.50 per child, per half hour from 1700 – 1730 and 1730 – 1800
- Parents/ carers will pay for each session as a whole (plus additional fees between 1700 and 1800) for the Care Club. Therefore, if a child attends the Club at a time within the session (or half hour slot after 1700), the parent/ carer will be charged for the half an hour slot.
- There will be a penalty charge for the late collection of a child as detailed in the Policy for Buzz Bees Care Club.
- Cheques should be made payable to 'Beecroft Academy'

**NB Additional copies of this form can be requested from the school office or downloaded from the website**

The office staff, on receipt of the form and payment, will check availability. A copy of the original booking form, which will have been stamped to confirm the booking, will then be sent back to the parent/ carer. **If the booking times are unavailable, or if due payment is not received, parents/ carers will be contacted by telephone.**

For completion by school staff only:

<p><i>The dates and times detailed above are confirmed and we thank you for your payment which we have received in full.</i></p>	<p>School stamp, date and staff initials:</p>
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