



Booking Form
The TP Before School Club

Name of Child/ren: _____

Start of Session(s): Week commencing ____/____/____

Please indicate below which session(s) you require:-

Type of Session	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Club 7.30am - 8.45am £5.00 per session Breakfast included					

* Breakfast is served between 7.30-8.20 am

Please read and sign the
Terms & Conditions on reverse

Parent/Carer : Terms & Conditions

The opening hours for The TP are Monday to Friday 7.30am - 8.45am.

The TP will close during all **school holidays, bank holidays, inset and polling days**. No fees are charged during these closures.

At The TP we aim to charge our parents in a fair manner. The following procedures will be in place for parents accessing The T.P:

- Regular sessions must be booked in advance to enable us to organise staff/child Health & Safety ratios. To avoid any embarrassment or disappointment, please do not bring your child to a session that has not been booked; as there may not be a place available.
- If a session is booked and your child does not attend for any reason (including illness or holiday), the session is still chargeable. No credit will be given.
- At least one month's notice will need to be given in writing for **cancellation of a regular booking**. Cancellation forms can be obtained from the office.
- Payment is to be made through ParentPay. We accept childcare vouchers and tax-free childcare codes.
- Payment of sessions must be made **IN ADVANCE**. Parent Pay accounts must be kept in credit at all times.
- Failure to pay for sessions will result in an additional late payment fee of £20 if not paid within two weeks of the booking date.
- Sessions can be booked on an ad-hoc basis (subject to availability). However, please bear in mind that if this session is cancelled, payment will still be required.
- Fee increases will be announced six weeks in advance.
- The academy reserves the right to withdraw provision altogether.
- Staffordshire University Academies Trust & Tynsel Parkes CE Primary Academy's policies apply.

The TP aims to work in partnership with parents and carers to support the learning and development of all children, providing them with a safe and stimulating environment.

Please sign and return one copy of these terms and conditions to school and keep the other copy for your information.

I have read, understood and will adhere to The TP Parent/Carer Terms & Conditions.

Signed: _____ (Please Print) _____

Date: _____