



Booking Form
The TP Before & After 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 - Start of School £5.00 per session Breakfast included					
After School Club End of School - 5.30pm £10.00 per session Teatime Snack 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, term time only, 7.30am - Start of School and End of School -5.30pm.

The TP will close during all **school holidays, bank holidays, and inset 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 supervision ratios. To avoid any embarrassment or disappointment, please do not bring your child to a session that has not been booked and confirmed; 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.
- **LATE COLLECTIONS: Any child not collected by 5.30pm will be charged an additional fee of £5 per child per 15 minutes e.g if you do not collect until 5.45pm you will incur an extra charge of £5.**
- One off sessions can be booked as needed (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 these terms and conditions to the school office, you may wish to take a photograph of this booking form for your own information.

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

Signed: _____ (Please Print) _____

Date: _____