

Sutton Oak C.E. Primary School

Breakfast Club Booking Form

Telephone: 01744 678690



Form A –

Please TICK your session booking requirements

Child's Name	Class	Child's Name	Class

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club
TOTAL					

- Parents who require regular before school sessions should book these in advance of each half term period on this form.
- Parents who require different arrangements for individual children are requested to complete a separate form for each child to help with administration.
- Any subsequent changes to sessions must be notified in advance and by the Wednesday of the preceding week at the latest.
- Parents with emergency requests or where the relevant notice cannot be given should contact the club manager if staff are not available please leave a message.
- Any emergency requests or requests to vary pre-booked sessions will be considered by the staff and places offered if possible, taking into account staffing levels and number of pre-booked children for the session in question.

Club	Time	Cost per Child per day
Breakfast Club	From 8:00am	£3.50

- Fees will be charged weekly, in advance, based on your booking
- Parents who pay by voucher scheme will be billed weekly, this is your statement of account. Payment should be made at the end of the agreed period, in line with individual voucher scheme arrangements.

Signed

Date: