

Teatime Club - BOOKING FORM

Child(ren)'s Name(s) Class

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Tick the sessions you want to book and return the form to the School Office or email to j.harvey300@howletchlane.co.uk

Sessions are from 3.00 pm – 5.15 pm

Charges: £6.00 per session. Payment must be made through ParentPay

| Spring Term 2024 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------------------|-------------------------|---------|-----------|----------|--------|
| Wed 3 Jan – Fri 5 Jan | X | X | | | |
| Mon 8 Jan – Fri 12 Jan | | | | | |
| Mon 15 Jan – Fri 19 Jan | | | | | |
| Mon 22 Jan – Fri 26 Jan | | | | | |
| Mon 29 Jan – Fri 2 Feb | | | | | |
| Mon 5 Feb – Fri 9 Feb | | | | | |
| Mon 12 Feb – Fri 16 Feb | | | | | |
| | SPRING HALF TERM | | | | |
| Mon 26 Feb – Fri 2 Mar | | | | | |
| Mon 4 Mar – Fri 8 Mar | | | | | |
| Mon 11 Mar – Fri 15 Mar | | | | | |
| Mon 18 Mar – Fri 22 Mar | | | | | |
| Mon 25 Mar – Thurs 28 Mar | | | | | X |
| | EASTER HOLIDAY | | | | |

Please note:

A refund or credit will only be issued in the event of absence from school or if the session is cancelled at least one day before expected attendance.

Contact Number: 0191 5862765

Terms & Conditions

Please read the terms and conditions as set out below, then sign and date to show you agree with the terms and conditions of the bookings you are about to make.

1. Bookings must be paid at least one week in advance – failure to do so can result in bookings being withheld/cancelled – until your account has credit in.
2. Bookings cancelled due to arrears, cannot be guaranteed going forward, as the place may be offered to another, if there is a waiting list.
3. Staffing numbers are arranged in order to manage the level of children expected on any one day, this can be adjusted as and when required but only at least 24hrs before each session.
If you need to cancel a session and not be charged, you must do this at least 24hrs before, this will allow the session to be offered to someone else and also allow the adjustment of staff required, if numbers are reduced.
4. If you do not cancel a session you have booked, you will still be charged, unless your child is absent from school.
5. Children collected after 5.15pm will be charged £3.00 for every 15mins.

Parent\carer(print name).....(signature).....(date).....

Staff receiving
and confirming booking.....(print name).....(signature).....(date).....