

HOLLY TOTS

Conditions of Booking

From September 2010

- Sessions are paid for monthly in advance on Tuesdays.
- Payments are for complete sessions only i.e.8.45 – 11.45 a.m.; 11.45 a.m. – 12.30 p.m. or 12.30 am – 3.30 p.m.
- Cash or cheques acceptable in named, sealed envelope (cheques made payable to **Staffordshire County Council**).
- Late payments will incur an additional £5.00.
- For holidays taken in term time a retainer fee is charged – 50% of normal weekly attendance pattern.
- Refunds cannot be made for non-attendance.
- Written notice of one month is required by either party to terminate booking arrangements.
- Holly Tots operates during school hours only. Oscars our out of school care club covers extra hours, holidays and staff training days. A separate booking form is required.
- All fees are inclusive of a drink and snack.
- A school lunch will be charged at the daily rate of £2.10 in addition to the session rate of care which is £9.00 and £4.00 per lunchtime.
- Alternatively children can bring sandwiches in a lunchbox with ice packs.
- Parents are requested to ensure they telephone on the first day of any absence.
- Late pick-ups without notice will be charged an additional £2.00 per half hour.
- Failure to comply with the above Conditions of Booking may result in a lost place. The decision of the Governing Body on such matters will remain final.
- All fees will be reviewed annually.

Holly Tots All Day Care September 2010

Child's name

I have understood and accept the above Conditions of Booking.

Signed Parent/carer with Parental Responsibility

Print

Date