



Mackie Hill Before and After School Club

Booking Form

Please complete this form accurately as it will be used to calculate and agree the fee. This form is part of your contract with Mackie Hill Before and After School Club and must be signed by you before your child may attend.

A separate booking form is required for each child.

Name of Child _____ **Start Date** _____

Hours Required

Day	Monday	Tuesday	Wednesday	Thursday	Friday
7:30am – 8:45am					
8:00am – 8:45am					
3:15pm – 4:45pm					
3:15pm – 5:45pm					
3:15pm – 6:00pm					

Declaration

I would like to reserve a place at Mackie Hill Before and After School Club on the days and times stated above. I have received a copy of the Terms and Conditions and Pricing Policy relating to this placement.

Place Bookings

If you wish to change a place booking, a new booking form must be completed, agreed and signed in line with the agreed notice (4 weeks in advance). If your preferred change can be accommodated, you may choose either to continue with your current booking or be deemed to have given notice on the date when your new form was submitted.

Ad Hoc Bookings

There can be no refund for the cancellation of ad hoc bookings. Change to the day/date of ad hoc bookings will be allowed only at the discretion of the manager and only prior to your child being admitted. There can be no refund for reduction in hours, but increased hours will result in an additional fee.

Fees

- Payments can be made for **Before School Club** only in cash as a 'pay as you go' option. If you choose this option, fees need to be paid on the first session of the week for the whole week. Payments will not be accepted after the first session.
- Payments can be made for **Before School Club** via invoice that will be issued weekly with payment required within 1 week of the issue date.
- **All** payments for the **After School Club** via invoice that will be issued weekly with payment required within 1 week of the issue date.

Invoices are issued by Wakefield Council confirming your booking period and amount due for that period. Childcare vouchers are also accepted as payment by quoting your invoice number and by informing your childcare voucher provider with the amount of the invoice to be paid.

Tick your preferred payment option.

- Before School Club 'Pay as you go' cash payment
- Before School Club and/or After School Club Invoice payment
- Childcare Vouchers

Signed _____ Date _____