



## Steam Mills Primary School

Steam Mills, Cinderford, Gloucestershire GL14 3JD  
Tel/Fax: 01594 822567. Email: admin@steammills.gloucs.sch.uk  
Website: www.steammillsprimary.co.uk  
Executive Head Teacher: Mrs Mel Davis

### Breakfast and After School Club Single Session Booking Form

#### One-off days and time required

Pupil/s name:										
Session price	Day & Date		Day & Date		Day & Date		Day & Date		Day & Date	
£3.00	07.45-08.50		07.45-08.50		07.45-08.50		07.45-08.50		07.45-08.50	
£2.00	08.00-08.50		08.00-08.50		08.00-08.50		08.00-08.50		08.00-08.50	
£3.75	15.15-16.15		15.15-16.15		15.15-16.15		15.15-16.15		15.15-16.15	
£8.00	15.15-17.30		15.15-17.30		15.15-17.30		15.15-17.30		15.15-17.30	

#### Declaration

I have completed a Registration form for the child/ren listed on this single session booking form.

I have read the terms and conditions of the Steam Mills Before and After School Club and agree to follow its policies and procedures

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Please return to completed form the School Office

### **Before and After School Club Terms and Conditions (During COVID)**

1. All fees for sessions must be paid weekly through ParentPay.
2. A completed registration form must be submitted before a child can be accepted into the club.
3. Invoicing will be made via ParentPay weekly in arrears. This has been changed from termly because there may be issues with attendance/lockdowns of certain classes due to COVID,
4. If the fees have not been received within an acceptable period, Steam Mills Before and After School Club reserves the right not to admit the child /ren concerned until the fees and surcharges have been received in full.
5. Six weeks' notice of termination is required in writing should you wish your child to stop attending the Before and After School Club.
6. Any sessions in addition to the regular sessions booked on the registration form must be booked in advance by completing a Single Session Booking Form. These additional sessions must be paid for promptly.
7. Parents/Carers must notify the school in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers).