



Rocklands School Extended Day Provision Booking Form/Agreement

The school is able to offer **Tuesday early starter and late pick-up** sessions and **Wednesday early starter** morning sessions during term-time, subject to demand.

	Tuesday	Wednesday
Morning – Early Birds	Morning session £2 8.10am <input type="checkbox"/>	Morning session £2 8.10am <input type="checkbox"/>
Afternoon – Late Birds	Afternoon session £5 3.15-4:30pm <input type="checkbox"/>	

Agreement:

- Bookings will be made half-termly, invoiced and paid within 14 days of invoice.
- Charges are non-refundable (e.g. illness, alternate arrangements, holidays)
- £2 per Early Starter session
- £5 per After-school session until 4.30pm (latest collection time)
- Minimum numbers will apply
- Maximum numbers will apply
- A late charge of £5 per 15 minutes (or part thereof) per child will be payable in the event of non-collection by the end of the session
- Children must be taken to the school entrance in the mornings to be signed in for early starter sessions
- The school will use information for emergency contacts and medical details already held on the school's management systems
- Charges will be regularly reviewed by governors to cover costs
- If sessions are not viable they will be withdrawn (with sufficient notice)
- Parents will give sufficient notice (at least one half-term) when bookings change

Signed by parent: _____ **Date:** _____

Name of child/ren: _____

Number of children attending _____