

SUNRISE CLUB

PAYMENT AND BOOKING



In order for us to be able to continue to run these clubs, it is essential that we cover our running costs. It is for this reason that all bookings for the term are paid for in advance using the booking form attached to this letter.

If you wish to use Sunrise club on an ad hoc basis, it is vital that your child is booked in via the office as soon as you know the dates you require. This is to ensure we have sufficient staff available on the day required. Where possible this should be paid for at the point of booking or if this is not possible (e.g. child care emergencies) within 24 hours of attending the club.

Payments for all clubs can be made via ParentPay or childcare vouchers.

If you wish to make an online bank payment please use the following bank details:

Lloyds Bank Sort Code **30-91-97** Account number **48565460** Payee **Anney Catholic Primary School**

If you have any questions about Sunrise or are unsure about the new arrangements contained in this letter then please do not hesitate to contact me or a member of the Office Team who will be happy to answer your questions.

Best wishes

Sunrise Booking Form

Sunrise Club – Sessions start at 8am (£3.50 per whole/part session)

Please complete one form per child attending.

Tick the sessions you wish to attend.

Name of child:					
Class					
Contact 1:		Relationship to child:			
Contact 2:		Relationship to child:			
Term	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Total sessions					
Cost:					

I agree to pay all fees in advance at the start of each term and understand that failure to pay by the due date will result in my child's place being immediately withdrawn. No refunds will be given for missed sessions unless due to school closure.

Signed _____ Date _____

Print name _____

Email address for invoicing _____

Note: This provision will be reviewed annually for viability.

After your initial booking you will be invoiced at the start of each term and will have 2 weeks to pay.

In the case of extreme financial difficulty please see the Head Teacher in confidence.