

CHARLTON KINGS KIDS CLUB BOOKING REQUEST FORM



Charlton Kings Kids Club
 Email: ckkc@charltonkings-inf.gloucs.sch.uk
 School: 01242 514483
 CKKC: 07717 357406

Dear Parents

Please complete and return the following form to request a place at our Breakfast and/or Afterschool club.

DAY	Breakfast club AM 7:45-8:50	Afterschool club PM1 3:00-4:15	Afterschool club PM2 4:15-5:30
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

Name of child and class attending:

1. _____
2. _____

Parent's name ... Phone number

Email

Please note we require a terms notice to cancel any sessions booked. Invoices will be issued via email (to the address provided above) at the start of every term. Any ad-hoc sessions booked during the term will be added onto your next term's invoice.

Places will be allocated on "first come first served" basis.

You are welcome to come and visit during our opening hours (7.45-8.50am or 3.00pm-5.30pm). Please telephone to arrange a mutually convenient time on the club's mobile, 07717357406.

If you would like any further information please do not hesitate to telephone and speak to us during the school day or email ckkc@charltonkings-inf.gloucs.sch.uk.

Kids Club - Frequently asked questions

How much notice do I need to change my sessions?

One term's notice is required to change/amend your booked sessions. This can be arranged with the Kids Club leaders; however written confirmation of changes/cancellations also needs to be made. This can be given to the Kids Club leaders or emailed into Kids Club at ckkc@charltonkings-inf.gloucs.sch.uk

How do I book any extra ad-hoc sessions?

Enquires for extra sessions can be made directly with the Kids Club leaders. Any ad-hoc sessions booked during the term will be added onto the following term's invoice.

Can I swap my sessions around?

Due to staff ratios and the number of children attending Kids Club on certain days/sessions it might not always be possible to accommodate swaps. Please speak to the Play Leaders in the first instance.

How will I receive my bills?

Bills will be sent electronically via the email address you supplied on the booking form. Invoices will be sent out at the start of a term for that term's booked sessions. Any ad-hoc sessions booked will either be invoiced to you at the end of the term or added on to your next term's invoice.

What are the terms of payment for my invoices?

Terms of payment are 30 days.

How do I pay my bills?

You can pay your invoice via bank transfer to: Sortcode: 30-91-87. Account: 51480068. Please use your invoice number or your child's name as reference.

We also accept childcare vouchers from a range of schemes. Please get in touch if you require further information about your childcare scheme supplier.