



**STEPS Adhoc Booking Form**

<b>Child's Name:</b>	<b>Child's Class</b>
<b>Telephone: (Home)</b>	<b>Mobile No:</b>
<b>Telephone: (Work)</b>	<b>Email address:</b>
<b>Parent/Carer Details:</b>	<b>Any Medical/Dietary Requirements:</b>

I wish my child to attend STEPS on the following sessions. Please provide dates for all sessions that apply:

Session	Date
Breakfast Club	
After School Club	

Breakfast Club runs from 7.45 to 8.45am. After School Club runs from 3.30 to 6.00pm:

Childcare vouchers may be used to pay your invoice, please indicate the name of the Childcare Voucher Company above\*.

Fees will be invoiced at the beginning of each month. Payments must be made within 14 days of receiving the invoice. Late and/or non-payments could result in the loss of your child's place. Late collection of your child will incur an additional cost of £15 for up to 15 minutes and every 15 minutes thereafter. i.e. Child collected at 6.18pm will incur a fee of £30.00. Fees remain payable and refunds will not be made if parents/carers make a decision not to send their children to STEPS when sessions have been booked.

Please see the STEPS Information Booklet for further information on the STEPS wrap around care.

Parents signature: ..... Date: .....