

AFTER SCHOOL CLUB

CALENDAR – Spring Term 2012



PLEASE KEEP THE TOP SECTION OF THIS FORM FOR REFERENCE.

TERMS AND CONDITIONS

Please circle the dates your child/ren will attend on the calendar below and work out the fees per month. We must receive the slip and your post-dated cheques or notification of alternative payment arrangements by 1st December in order to guarantee a place for the Spring term.

PLEASE REMEMBER Fees are payable in advance and we require one month's notice or fees in lieu if you wish to remove your child from the club. We cannot make refunds for absences due to holidays, sickness, varied social arrangements, unexpected school closures etc.

Please ensure you collect your child by 6pm; we reserve the right to make an extra charge of £10 per 10mins for children who are collected late.

INSET DAYS: Check with your school for these dates and do not book them. **PLEASE LET US KNOW IF YOU WOULD LIKE TO STILL BRING YOUR CHILD TO THE AFTER SCHOOL CLUB** and calculate fee accordingly.

IT IS ESSENTIAL TO LET US KNOW AS SOON AS POSSIBLE on **01273 702485**

- If your child does not need us to collect them on any occasion. We reserve the right to make a £5 charge if this is forgotten as it causes delays and upsets for all the other children at a time of day when they really need to be collected without stress and get on with having a snack and a play
- If a different person than usual is to fetch your child from us

CONTACT AND MEDICAL INFORMATION Please be sure we have your current phone numbers and those of an alternative adult who can be contacted if you are unavailable. Please ask for a new registration form or medical form if your details have changed.

FEES are £10.00 per session to 6 pm with a discount for siblings attending at the same time (i.e. first child pays full fee, siblings pay discounted amount (£9.00)). **Fees or payment arrangements should be made at the time of booking.**

PAYMENT OPTIONS ARE:

- Cheques made out to "Brighton & Hove Montessori Ltd" and submitted with the term calendar, either as a single cheque for the term dated 1st January or as 3 post-dated cheques dated 1st of the months in question. Please put your child's name on the back!
- Cash submitted with the term calendar by required date
- Employer Vouchers, Electronic payments or Standing Order as arranged by due date via Yasmin in the office on info@brighton-montessori.org.uk

Please also note that any cheque returned from our bank as unpaid will incur an administrative charge of £25.

Brighton & Hove Montessori Ltd, 67 Stanford Avenue, Brighton, East Sussex BN1 6FB
Telephone & Fax 01273 702485 www.brighton-montessori.org.uk email: info@brighton-montessori.org.uk
Company registered in England & Wales no. 4865322 Registered office 67Stanford Avenue, Brighton, BN1 6FB

Name of child/ren attending.....

School & class

Name and contact number/email of adult making booking

Jan						Feb					Mar				
Mon	BH	9	16	23	30		6	HT	20	27		5	12	19	26
Tues	3	10	17	24	31		7	HT	21	28		6	13	20	27
Wed	4	11	18	25		1	8	HT	22	29		7	14	21	28
Thu	5	12	19	26		2	9	HT	23		1	8	15	22	29
Fri	6	13	20	27		3	10	HT	24		2	9	16	23	30

ENCLOSED WITH... £10.00 /£9.00 x sessions in Jan = cheque dated 1st January
 £10.00 /£9.00 x sessions for Feb = cheque dated 1st February
 £10.00 /£9.00 x sessions for Mar = cheque dated 1st March

OR full term payment of by cash or cheque £

OR by vouchers (Voucher Company Name)

OR indicate that you would like to pay electronically or by Standing Order via given contact detail above.