



## Butterflies HOLIDAY CLUB

Buttercups nursery children, reception children and years 1 to 6 are welcome to attend Butterflies Holiday Club

- The club is open from 7.30am to 5.30pm outside of term time.
- The club provides a healthy snack and opportunities for children to take part in a wide range of planned and free play activities, including role play, arts and crafts, cookery, games, outdoor play and lots more.
- Please ensure that a packed lunch is provided for your child.

### Booking Form

Child's Name: \_\_\_\_\_ Child's Class: \_\_\_\_\_

Butterflies Holiday Club costs £25.00 per day (7.30am to 5.30pm). Holiday Club fees are payable **IN ADVANCE** of your child attending the club. Please note that your child's place may be cancelled where a payment has not been received in advance. We accept payments via ParentPay or employer's childcare vouchers from participating schemes. To apply for a place for your child please complete the booking form and return to the school office.

Please tick below for the dates that you would like your child to attend Butterflies Holiday Club:

### INSET DAY: Friday the 18<sup>th</sup> of October

FRIDAY 18 <sup>th</sup> of October
<input type="checkbox"/>

### October Half Term:

MONDAY 28 <sup>th</sup> of October	TUESDAY 29 <sup>th</sup> of October	WEDNESDAY 30 <sup>th</sup> of October	THURSDAY 31 <sup>st</sup> of October	FRIDAY 1 <sup>st</sup> of November
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Christmas: Butterflies Holiday Club will NOT be open w/c the 23<sup>rd</sup> of December

School closes for the Christmas break on Friday the 20<sup>th</sup> of December and reopens on Tuesday the 7<sup>th</sup> of January 2025

MONDAY 30 <sup>th</sup> of December	TUESDAY 31 <sup>st</sup> of December	WEDNESDAY 1 <sup>st</sup> of January 2025	THURSDAY 2 <sup>nd</sup> of January	FRIDAY 3 <sup>rd</sup> of January	MONDAY the 6 <sup>th</sup> of January (INSET DAY)
<input type="checkbox"/>	<input type="checkbox"/>	<b>CLOSED</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1) Which method of payment will you use?

*Payment method is flexible; please keep the office informed of changes in respect of Childcare Vouchers*

<input type="checkbox"/> ParentPay (please tick)	<input type="checkbox"/> Childcare Vouchers (Please tick)	<input type="checkbox"/> (Please provide your code)
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I confirm that I agree to abide by the Terms and Conditions on the reverse of this form.

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

## Terms and Conditions:

### General

- Butterflies Holiday Club is open to children attending Churchtown Primary School in Buttercups nursery, Reception and Year 1 through to Year 6 and is run by school staff.
- The club is open from 7.30am to 5.30pm outside of term time.
- The club provides a healthy snack and opportunities for children to take part in a wide range of planned and free play activities, including role play, arts and crafts, cookery, games, outdoor play and lots more.
- Please ensure that a packed lunch is provided for your child.

### Bookings

- Bookings must be made on the form available from the school office/school website/ParentApp. All places must be booked in advance.
- Enquiries regarding Butterflies Holiday Club should be made to the school office - Telephone 01704 508500 or via email to [butterflieswraparoundcare@churchtown.org.uk](mailto:butterflieswraparoundcare@churchtown.org.uk)
- We aim to accommodate all requests made however places at the club are limited to 75 children.
- If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
- Once the booking is confirmed you will be guaranteed your requested day(s) provided all payments are made in advance, if payment is not made in advance then your child's place will be withdrawn.
- At least 48 hours' notice of cancellation is required. The school will confirm the date of cancellation and arrange a refund if appropriate.
- If your child will not be attending a particular session that they are registered for please inform the school giving at least 48 hours' notice.
- In the event that you would like to change the days that your child attends Holiday Club, a new booking form must be completed with your new requirements. The school will then confirm to you whether the new request can be met.

### Payments

- The charge for each session is £25.00 per child from September 2024. Payments should be made online **IN ADVANCE** via ParentPay. We are able to accept childcare vouchers issued by certain employers; the school is also registered with the government's Tax-Free Childcare scheme.
- Payments must be made **IN ADVANCE** of the date of attendance.
- Refunds/credits will not be given for non-attendance. Any sessions that aren't attended will still be chargeable

### Dietary Needs and Medical Conditions

- It is the parents' responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to inform the club in writing of any changes.

### Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
- Where payments have not been made in advance and arrears are exceeding £25 we reserve the right to cancel the place with immediate effect. Action to recover payments due will be taken as detailed in the school's Debt Management Procedures (Financial Regulations).