



Booking Form for Badby Bluebells Preschool

Child's Name:

Start Date:

Funding: 15 Hours/30 Hour * (please delete as appropriate)

Please supply funding code, together with two forms of identification - child's birth certificate and utility bill

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>MORNING SESSION</u> 8.50AM - 11.50AM					
<u>LUNCH</u> 11.50AM - 12.20PM					
<u>AFTERNOON SESSION</u> 12.20PM - 3.20PM					

Hot lunches can be ordered through Fresh Start, please contact the School Office for the Fresh Start user name and password for access.

Due to staffing arrangements, funded Preschool sessions (entitlement) occur at fixed times according to the parent's declaration form which is completed at the beginning of the Autumn, Spring and Summer term. These bookings are set at these 3 times of the year and cannot be changed in between.

Payments for all services must be made in advance through Arbor. If payment is not received within 14 days we reserve the right to refuse further sessions until the debt is cleared. Payments can be made monthly but this will need to be approved by the School Office. We cannot give refunds if a child misses a session for any reason. Please remember that entitlement bookings cannot be changed.

LATE COLLECTIONS: If you are going to be late to collect your child please contact the school on (01327) 871363. Late collections will be charged at the next period costs, or, after 6pm at £5 for the first 5 minutes and £1 for each 5 minutes thereafter. Late fees must be paid on collection of your child.