



BREAKFAST AND AFTER SCHOOL CARE

Autumn 2019 second half (04/11/19 to 20/12/19)

The deadline for changes and new bookings for the Autumn term 2019 second half has now passed. If you wish to discuss changes or a new booking for Autumn second half, please contact Connections Club via email at: connectionsclub@chi.rbksch.org.

Booking and Payment – for Spring 2020 first half The half term is 6 weeks, less Friday 14/02/20. Dates are Mon 06/01/20 to Thur 13/02/20.			
Your new booking requests and amendment requests to current bookings and notice of termination	Connections will add fees to your ParentPay account	Payment by Childcare Vouchers / HMRC Tax Free Childcare	Payment by ParentPay
These need to reach Connections by Monday 25 Nov 2019	by Thursday 28 Nov 2019	Deadline - Wednesday 04 Dec 2019	Deadline – Monday 09 Dec 2019

New Booking Requests -

We need to receive ONE BOOKING FORM PER CHILD by – see Page 2

Provided we receive your new booking request by the deadline above, we should be able to accommodate your needs. Please do not assume so until you receive our confirmation email.

Paying fees

Payment is via your childcare voucher company or HMRC TFC and/or ParentPay account.

The full amount of fees due for the half term appears on your ParentPay account by the date shown above.

If applicable, you may pay up to 100% of the fees via your childcare/HMRC account, then pay any remaining balance on ParentPay. Connections will make a manual adjustment to your ParentPay transaction history later to reflect your voucher/HMRC payments we have received.

Notice of termination If you wish to terminate your agreement with Connections Club, we require this in writing at least four weeks before the end of the preceding half term (the exact date is published here half-termly in this Booking and Payment document on the school website) as per our terms and conditions in the Coombe Connections Club Parents’ Handbook which you accepted as part of your original booking.

Where to send your Booking Request form

Print and complete your booking request form(s) and either post it to the address below or scan or photograph your form and attach it to an email to connectionsclub@chi.rbksch.org

COOMBE CONNECTIONS

Breakfast and After School Care

Coombe Lane West
 Kingston upon Thames
 Surrey, KT2 7DD

Email connectionsclub@chi.rbksch.org

Telephone: 07745 046121

Connections Club Booking Request Form
commencing Spring term 2020, first half
IMPORTANT - Complete one form for each child

Tick ✓ the sessions you wish to request					
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club, £6 per session					
After School Club, £14 per session					

Child Name (please print) <i>Note – complete one form for each child</i>	Child to be known in Connections as (<i>enter your preference</i>)
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Class in Autumn 2019 if known, or Year group	New / existing parent of Coombe Hill Schools? (<i>delete as appropriate</i>)	New booking request / amended request to existing booking (<i>delete as appropriate</i>)
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Will you be using childcare vouchers? Yes / No (<i>delete as appropriate</i>)	Childcare voucher company
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Parent's email address	
Parent's mobile phone number	Mother / Father of child / other (<i>delete/enter as appropriate</i>)

Please let us know in advance if a different adult is to collect your child on a particular day. The adult collecting will be required to give your nominated password before your child will be released.

Password

Agreement

By signing this form I confirm that I have read and understood and will adhere to the terms and conditions of Coombe Connections Club described in the Coombe Connections Club Parents' Handbook and that I give my permission for my child's photo image to be used as described in the Coombe Connections Club Parents' Handbook.

I understand four weeks' notice before the end of the preceding half term is required for the termination of my agreement with Coombe Connections Club.

Parent Name (<i>please print</i>)	Parent signature	Date
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