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| **POLAM HOLIDAY CLUB BOOKING FORM – EASTER 2025** |
| **Child’s Name** | **School attended** |
| **Child’s Age** | ***Please let us know here if your child is new to Polam Holiday Club.*** |
| *Please mark the relevant boxes below to indicate which sessions you would like to book* |
| **Week 1****w/c 31st March** |  | **Breakfast****£3.00** | **AM only****£24.00** | **AM + lunch****£27.00** | **PM + lunch****£27.00** | **PM only****£24.00** | **Full day****£44.50 / (£40)** | **Tea****£8.10**  | **Late****£4.10** |
| **Mon 31st**  |  |  |  |  |  |  |  |  |
| **Tues 1st**  |  |  |  |  |  |  |  |  |
| **Wed 2nd**  |  |  |  |  |  |  |  |  |
| **Thurs 3rd**  |  |  |  |  |  |  |  |  |
| **Friday 4th**  |  |  |  |  |  |  |  |  |

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| **Week 2****w/c 7th April 2025** |  | **Breakfast****£3.00** | **AM only****£24.00** | **AM + lunch****£27.00** | **PM + lunch****£27.00** | **PM only****£24.00** | **Full day****£44.50 / (£40)** | **Tea****£8.10**  | **Late****£4.10** |
| **Mon 7th**  |  |  |  |  |  |  |  |  |
| **Tues 8th**  |  |  |  |  |  |  |  |  |
| **Wed 9th**  |  |  |  |  |  |  |  |  |
| **Thurs 10th**  |  |  |  |  |  |  |  |  |
| **Friday 11th**  |  |  |  |  |  |  |  |  |

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| **Week 3****w/c 14th April 2025** |  | **Breakfast****£3.00** | **AM only****£24.00** | **AM + lunch****£27.00** | **PM + lunch****£27.00** | **PM only****£24.00** | **Full day****£44.50 / (£40)** | **Tea****£8.10**  | **Late****£4.10** |
| **Mon 14th**  |  |  |  |  |  |  |  |  |
| **Tues 15th**  |  |  |  |  |  |  |  |  |
| **Wed 16th**  |  |  |  |  |  |  |  |  |
| **Thurs 17th**  |  |  |  |  |  |  | ***Finishing at 4pm today*** |
| **Friday 18th**  | ***No provision on this day – Bank Holiday / Good Friday*** |

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| Print Your Name: |  |
| Contact Tel No: |  |
| Email Address: |  |

**Please return your booking form to the school office or by email to** **holidayclub@polamschool.co.uk**

**by 2.00pm Friday 21st March 2025.**

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| **SESSIONS AND COSTS** |
| SESSIONS | Breakfast is from 8.00 to 8.30am | COSTS | Breakfast  | £3.00 per day |
| AM Only is 8.30am – 12pm | am only | £24.00 per day |
| AM and Lunch is 8.30am – 12.30pm | am + lunch  | £27.00 per day |
| Lunch and PM is 12pm – 4pm | lunch + pm | £27.00 per day |
| PM only is 12.30pm – 4pm | pm only | £24.00 per day |
| Full days are 8.30am to 4.00pm | Full day | £44.50 per day (or **(£40)\***per day if booking a full week) |
| Late supervision from 4.00pm to 5.00pm | Late supervision | £8.10 per hour |
|  | Late supervision from 5.00pm to 5.30pm |  | Late supervision | £4.10 for 30 mins |
| \**If your booking includes a full week, Monday to Friday 8.30am – 4pm, we will apply a 10% discount* *to the full day rate, with the revised rate per full day of £40. A full week (8.30am – 4pm) at the revised rate is* ***£200*** *(£40 per day), instead of* ***£222.50*** *(£44.50 per day).* |

We politely ask for 24 hours’ notice for cancellation of your attendance.

If you cancel your session with less than 24 hours’ notice, you will be charged your booking cost.

If you collect your child later than 10 minutes past your booked collection time, you will be charged a late collection fee.

**NEW PAYMENT PROCESS - Once you have submitted your booking form, you will receive a booking confirmation email and an invoice for your booking. The invoice will come from our invoice provider, sQuid. If you do not receive an invoice shortly after your confirmation email, please let me know.**

We are able to accept payments by bank transfer or childcare vouchers.

*At Cognita we look after your personal information and only use your personal information for the purpose for which it has been collected.  If you would like further information about how and why we use your personal information, please see our privacy notices; these are available here:* [*https://www.polamschool.co.uk/privacy-and-cookie-policies*](https://www.polamschool.co.uk/privacy-and-cookie-policies)

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| For Office Use Only |
| Date booking received |  | Total booking cost |  | Date invoice raised |  |

**Contact telephone no. during school holidays: 07544 837130**