Spring Term 2008 – Booking Form
Kip McGrath Education Centre – Ely

Dear Parent,

As the busy Christmas season rapidly approaches I am taking this opportunity to send out a booking sheet for the Spring Term. This is a shorter term as Easter falls early in March so the prices for block payment have been adjusted accordingly. The second half of term only gives 4 Saturday sessions, as we will be closed on Easter Saturday, so I will discuss separate arrangements with Saturday parents nearer the time.

The centre will reopen on Wednesday 2nd January and extra sessions will be available by prior arrangement on the Wednesday to Saturday. Please let me know if you would like to book an extra session on any of these days.

It will help our planning for the term if you would complete the form below. Booking now will ensure that you will have the day and time that suits you best.

Sessions continue to be available as follows:

Monday to Thursday	4:00pm – 5:20pm	Saturday	9:30am – 10:50am
	5:30pm – 6:50pm		11:00am – 12:20pm

Student name	
Age / year group	
Tel. no.	
Parent / Guardian's name	
Day and time	

TERM DATES:
1st HALF TERM = 7th Jan – 9th Feb: 5 weeks

2nd HALF TERM = 18th Feb – 20th Mar: 5 weeks.

I would like to book the above sessions and pay by Option A / B / C

Signed _____

	1 Child	2 Children
Option A – Individual Lesson Payment Payment is weekly by cash or cheque with a deposit of one week's fees payable in the first week (£48 week 1, followed by weekly payments of £24. Week 1 (normal session rate plus deposit) Each week thereafter (normal session) Missed sessions will be offered a catch up time. Failing this the deposit will be used to cover the absence and a fresh deposit will be collected on the next attendance.	 £48 £24	 £90 £45
Option B – Payments for Half Term (£7 discount) Payment for those who would like to pay for half a term and take advantage of the discount (eg: £24 x 5 weeks = £120 less discount of £7)	£113	£218
Option C – Payment for Full Term (£17 discount) (eg: £24 x 10 weeks = £240 less discount of £17)	£223	£433
NB: arrangements for half terms and holidays will be notified separately		

- Cheques payable to 'Kip McGrath' – with card number on reverse, please.
- No refunds for missed sessions.
- Two weeks notice required when you wish to stop attending the centre.