

REGULAR BOOKING

Early education & childcare for 2 year olds

September 2017 – July 2018

| | |
|--------------------------------------|--|
| Child's name | |
| Parent's name | |
| Home address | |
| Post code | |
| Telephone number (daytime / evening) | |
| Email address (for invoices) | |
| Child date of birth | |

I would like to book a regular place for the following sessions at PLAY@Churwell from
 Monday 4 September 2017 OR _____ (add date)

Tick the sessions / days you want to book. Please write 'FREE' in the boxes for the sessions you are claiming as part of your 15 hours free entitlement.

| TERMTIME | FEE | MON | TUES | WED | THUR | FRI |
|---------------------------------|--------|-----|------|-----|------|-----|
| Morning session 9:00 - 11:45 | £13.75 | | | | | |
| Afternoon session 12:15 - 15:00 | £13.75 | | | | | |
| OR 6 hr session 9:00 – 15:00 | £30.00 | | | | | |

I will be paying the fees by (please tick):

- Tax-free childcare I confirm I will pay the fees through my tax-free childcare account on or before the due date. The reference on the payments will be:
- Childcare vouchers I confirm I will issue childcare vouchers for the fees as invoiced on or before the due date.
- Bank credit I confirm I will make a payment for the fees as invoiced on or before the due date. CHURWELL CIC, Account no: 81546295, Sort code 40-33-19
- Cash / cheque I confirm I will pay the weekly fees as invoiced on or before the due dates. Cheques payable to Churwell CIC.
- 15 hours free childcare I confirm I am eligible for the 15 hours free childcare for 2 year olds.

TERMS AND CONDITIONS

Opening dates & times: This booking is for 38 weeks of the year (school terms).

Payment: Fees are payable one week in advance. Non-payment or late payment of fees will result in the offer of a place for your child being withdrawn. Late collection will incur an additional fee.

Cancellations and holidays: If you have booked a place and your child is absent you will still be required to pay the childcare fees. Please remember that we still have to pay the staff even when your child is absent. We do not charge a fee or a retainer for your booking when we are closed on bank holidays.

DECLARATION

I / We confirm that we are eligible for the free 15 hours of childcare for 2 year olds. If we are not eligible we understand that we will need to pay the full cost of the sessions booked.

I / We agree to pay the stated fees one week in advance of attendance. If payment has not been received following a reminder the place will be withdrawn. I / We understand any outstanding balance must be paid as requested and that Churwell CIC reserve the right to take legal action to recover any unpaid fees.

I / We have read, understood and agree to the conditions relating to payment of fees including late collection charges.

I / We will give 2 week's notice to cancel this booking.

I / We have completed registration and consent forms and will let you know if any information changes.

Parent (1) Signature _____ Date: _____

PRINT NAME _____

Parent (2) Signature _____ Date: _____

PRINT NAME _____