

## REGULAR BOOKING

Before & after school - September 2017 – July 2018

Child's name	
Parent's name	
Home address	
Post code	
Telephone number (daytime / evening)	
Email address (for invoices)	
Date of birth	
Year / Class	

I would like to book a regular place for the following sessions at PLAY@Churwell before & after school club from Monday 4 September 2017 OR \_\_\_\_\_ (add date)

Please tick the relevant boxes for the sessions you want to book. If the booking is for two children use 2 ticks or write "2" in the box.

TERMTIME	STANDARD FEE	MON	TUES	WED	THUR	FRI
Before school 7:30 - 8:45	£5.25					
After school 15:15 - 17:15	£9.25					
After school 15:15 - 18:00	£11.25					

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.

## TERMS AND CONDITIONS

Opening dates & times: This booking is for 38 weeks of the year (school terms). We offer a holiday playscheme on our PLAY@Churwell site at Churwell School which can be booked separately. We are open 7:30 to 18:00. If you arrive after 6pm you may be charged a fee to cover the cost of overtime for the staff.

Discounts: We will offer parents a **Discounted Fee** where they: make a regular booking; pay on time; pay using electronic payment methods – tax-free childcare, childcare vouchers or bank transfers; and receive invoices via email. Discounts are discretionary and can be withdrawn at any time.

Payment: Fees are payable one week in advance for regular places. Non-payment or late payment of fees will result in the offer of a place for your child being withdrawn.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 regular 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 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 understand that if we are offered the Discounted Fee and subsequently do not meet the criteria then the discount will be removed and the Standard Fee becomes payable.

I / We have read, understood and agree to the conditions relating to payment of fees for regular bookings 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 \_\_\_\_\_