

REGULAR BOOKING

Nursery wraparound for 3-4 year olds - 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	

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

Write 'SCHOOL' in the boxes for the sessions your child is booked into Churwell School Nursery. Write 'FREE' for the extra free sessions with us. Please tick the relevant boxes for any sessions you want to book and pay for on top of your free place. If the session times do not match what you need please put in your own times.

TERMTIME	STANDARD FEE	MON	TUES	WED	THUR	FRI
Before nursery 7:30 - 8:45	£5.25					
Morning session 8:45 - 11:45	£12.50					
Lunch session 11:45 - 12:30	£3.00					
Afternoon session 12:30 - 15:30	£12.50					
After nursery 15:30 - 17:15	£9.25					
After nursery 15:30 - 18:00	£11.25					
From __:__:__ to __:__:__						

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.
- 30 hours free childcare I confirm I have checked my eligibility for the extra 15 hours free childcare. My voucher code is: _____

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 Discounts are discretionary and can be withdrawn at any time.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 confirm that if we are claiming the extra 15 hours of free childcare we have checked our eligibility and have provided the voucher code overleaf. We understand we will need to provide a new voucher code each term. 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 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 _____