

MANOR FARM INFANT SCHOOL - HOLIDAY CLUB

BOOKING FORM for Week Commencing:

Child's Name: DOB Home Tel No:

Address: Emergency Contact Tel No:

..... School / Class: Email address:

| TIMES | COST | TUE | WED | THU |
|------------------------------|--------|--------------------------|--------------------------|--------------------------|
| 8.30 – 5.30 | £25.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.30 – 3.30 | £20.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.30 – 12.30 or 12.30 – 5.30 | £15.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(please circle am or pm)

Children need to bring a packed lunch and will eat lunch at 12.30

You will be billed at the end of each holiday.

Please indicate if you will be using childcare vouchers and if so, which company will you be using:

If you are using the Tax Free Childcare system please give us your child / children's unique reference number/s:

Late collection fees will apply if you are late in collecting your child/ren.

Debt recovery actions:

- A debtor will be contacted in writing, by e-mail or by telephone after a period of 2 weeks after the due date of the invoice.
 - If payment has not been received within 2 weeks from the first contact, then the debtor will be contacted again in writing stating that unless payment is received within 7 days the pupil may be suspended from Club for non-payment of fees.
 - If payment is not then received within 10 days the recovery of the debt will be passed onto a 3rd party for recovery, and additional fees will apply.
- A debtor will also be automatically charged any bank charges incurred as an administrative fee for any returned cheques or any BACS or standing orders not processed.

Signed PRINT NAME Date

*For Holiday Club cancellations – full payment will be required unless the place is cancelled by 9am on the Friday two weeks **preceding the start of the whole school holiday**. If this date falls on a Bank Holiday the deadline will fall to the day before. After this time cancellations will be chargeable in full.'*

Any Cancellations/Alterations for: October Half Term 6th October. February Half Term Friday 26th January 2024. Easter 15th March 2024. May Half Term 10th May 2024. Summer 5th July 2024.