

MANOR FARM INFANT SCHOOL AFTERSCHOOL CLUB BOOKING FORM

Child's Name: DOB Home Tel No

Address Emergency Contact Tel No:

..... Email address:

Class: Date of Booking (occ):

TIMES	COST	MON	TUE	WED	THU	FRI
3.15 – 4.15	£7.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.15 – 6.00	£12.15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You will be billed at the end of each half term.

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:

All casual cancellations require 36 hours notice. If your child is unwell on the day you must phone the Infant School Office by 9.15am. Permanent cancellations or changes to booking require 2 weeks' notice in writing. Late collection fees will apply if you are late in collecting your child/children.

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. In the event of invoices not being received from Lettings, the letting agreement will be suspended until any outstanding monies are paid in full.
 - 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