



Please fill out every part of the booking form and return to the nursery **with full payment for booking to be secured.** The last booking date is **Thursday 13th February 2020**, however this does not guarantee that places are still available. Please check availability with the office when making your booking.

Child's Name:..... **Age:**

Address:.....

Parent/Guardian Name & Telephone number:

E-mail Address:.....

*. Lunch is non-refundable, and changing lunch plans after booking is not possible.

| February | Week 1 £28 per day First Child £26 Per Day Sibling Rate | *Breakfast & Lunch? £6 per day |
|---------------------------------|--|---|
| Mon 17 th February | | |
| Tues 18 th February | | |
| Wed 29 th February | | |
| Thurs 20 st February | | |
| Fri 21 st February | | |

Terms and Conditions:

- I understand that once the contract is signed, if I wish to make any changes to my provision **a minimum of 2 weeks' notice** is required in writing to the school office email address a 10% cancellation will be charged, **and the full agreed fees will be charged if notice is less than two weeks**
- I understand that if my child is sick, or absent for any reason, the fees are still payable.
- I understand that an unwell child should be kept at home (if they have been vomiting or had a temperature within 48 hours).
- I understand that failure to keep this agreement may result in the loss of my extended day place.
- Once booking has been made, we are unable to swap days
- If you are late collecting your child, there is a charge of **£10 for every 15 minute interval after 6pm**

Extended Day Care payments

You have agreed to take extended day provision.

You can choose to pay with child care vouchers, if you receive them through your place of work or alternatively please pay at the school reception with your debit card or through the schoolmoney* app. We are a cashless school and therefore will not be able to take cash/cheque payments unless agreed.

Please tick one payment option: *please ensure you have your registration details for schoolmoney, available from school office

schoolmoney Childcare Vouchers ref no..... Bank Transfer.....

Church Hill Bank details: sort code: 30-99-08, account: 01778227, reference: child's name of the child and date of payment

Proof of payment to be emailed to: admin@fans.waltham.sch.uk

Signed:.....(Parent/Carer) **(print)**

Name:..... **Date:**.....

OFFICE USE ONLY:

Date of Booking:..... **Staff Member Name/Signature:**

Ticked off chart Added to Register Invoiced Invoice No: _____ Received Receipt No: _____
Payment banked Paying in Slip No: _____