

Booking Form

Child's Name _____ Age _____

Address _____

_____ Post Code _____

For regular sessions please - Tick the box - if not please state dates required

Sessions required

(Please tick)

	Before School 7.30 -9am	To 17.30	To 18.30
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Any changes to your regular booking patterns must be received by 26th of the preceding month
by email or in writing at the setting

Key Terms and conditions

- Kidz Day Nursery is open Monday to Friday, every day except Bank Holidays, 7am - 18.00. We reserve the right to make a charge for children collected after their booked session end time.
- All sessions are due for payment in advance. Fees are invoiced by 26th of the preceding month and are due in advance at the start of the month to which they apply. There is a penalty charge of £5 for any child collected 10 minutes after the official finishing time of the child and £10 after 20 minutes.
- A late fee is payable on accounts not cleared by the due date.
- Full fees are payable for absence due to illness.
- There is a four-week notice period for changes to booking pattern.
- Adhoc bookings need to be booked with the nursery by 12noon on the day and will be subject to availability
- All parents/carers must complete our Registration Form in full before a child can be accepted at the setting. Registration Forms can be obtained from the setting directly.
- Sessions which have been booked and paid for cannot be refunded excepting - Closure of the setting (for example if it is required to close due to unforeseen circumstances.)
- All additional sessions requested by parents / carers are subject to availability as we must ensure that we have sufficient staff on site
- No parent/carer should consider booking as being accepted until a member of the Kidz after school/holiday club staff has confirmed the booking.
- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking. Failure by the after-school club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment. It is the responsibility of all parents/carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent / carer to the payment of a financial penalty and will constitute a breach of the terms and conditions, entitling Kidz after school club to exclude the child from subsequent sessions.
- All parents/carers collecting children at or after 10 minutes beyond the closing time of the club will be charged a late collection penalty of £5.00 per child. Any parent/carer collecting children at or after 20 minutes beyond the closing time of the club will be charged a late collection penalty of £10.00 per child.
- The penalty must be paid before the child is able to return to the setting. Where the penalty is outstanding, and further sessions have been booked and paid for by the parent/carer, the club reserve the right to exclude the child, until the penalty is paid, without issuing a refund for sessions unattended.
- **Sickness policy** - Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the setting for a period of 48 hours after such condition has ceased.
- Any child suffering from head lice must be kept away from the club until the hair has been fully treated and cleared. Should any child suffer from any of the above whilst at the setting, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.
- **Grounds for Exclusion** - Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff)

- The staff will record poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Club manager.
- Where a parent/carer is in breach of any of our terms and conditions. Refunds will not be made if children are excluded on the grounds set out above.
- **Reservation of Rights** The after school/holiday club reserve the right to exclude a child or family from attending the club or to refuse to accept a registration. The after school/holiday club reserve the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible. The after school/holiday club reserve the right to change these terms and conditions at any time and will give written notice of such changes to parents / carers.

Legal: Waivers, Exclusions, Jurisdiction

- • No failure or delay by the after-school club in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales. • Kidz Day Nursery after school/holiday club shall not be liable for any direct or indirect loss suffered by parents / carers as a result of setting closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- Kidz after school/holiday club accepts no liability for the administration of medicine in accordance with parents / carers written instructions. Medicines will not be administered in the absence of written instructions.
- Kidz after school/holiday club accepts no liability for loss or damage (including consequential loss) to property brought to setting premises caused by the actions of children or third parties or for accidental damage caused by club staff.
- Kidz after school/holiday club accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the setting