

Booking Form



Child's name: *(please complete one form per child)* _____

Child's date of birth: _____

Start Term: *(please tick box and enter year)* September January April Year _____

Invoice address: *(please complete name and address of bill payer)*

Telephone number: _____

Email address: _____

Full-time attendance *(please tick box applicable)*

8-6 8-6 with Healthy Hot Lunch

Full Day *(please tick box applicable)*

9-3 9-3 with Healthy Hot Lunch

9-4 9-4 with Healthy Hot Lunch

Morning only sessions *(please tick box applicable)*

9-12

Afternoon only sessions *(please tick box applicable)*

12-3 12-3 with Healthy Hot Lunch 1-4

Flexible Daily sessions and wrap-around care *(please tick boxes applicable)*

	Wake-up Club 8-9	Morning session 9-12	Lunchtime Special 12-1		Afternoon session 12-3		1-4	Wind-down Time		
			own lunch	hot lunch	own lunch	hot lunch		3-4	4-5	5-6
Mon										
Tues										
Weds										
Thurs										
Fri										

IMPORTANT: Completion of this booking form does not constitute, or guarantee, your child a place at Cornmeadow Early Years & Families. Places are subject to availability and our terms and conditions.



Terms and Conditions

- (A) Parents of children entitled to Nursery Education Funding must complete the Parent Declaration Form. A new form must be completed if any changes to attendance are made during the year. Where a child is attending more than one setting the parent must provide information of all settings on the Parent Declaration Form, including LEA nurseries.
- (B) All invoices will be adjusted to show the number of hours attended and the number of funded hours received.
- (C) Any extra-curricular activities such as trips and visits in which you agree in advance your child/children may participate, shall be deemed to be supplemental to items met by the fees, and will be charged for accordingly.
- (D) Any payment received by Cornmeadow Early Years & Families will be first applied to the settlement of fees and any supplemental charges previously invoiced which remain outstanding on the account of your child/children prior to their application for any other purpose. This means that you cannot make deposits or advance payments for trips etc. if your account is not paid up to date.
- (E) Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The person/s who have signed the Acceptance Form remain liable for the whole of the fees and supplemental charges due, unless Cornmeadow Early Years & Families has agreed in writing to look exclusively to any other person/s for payment of the fees or any part of them. Where two persons have signed the Acceptance Form, one of them may withdraw from the contract by submitting a term's notice provided they have obtained the prior written consent of both Cornmeadow Early Years & Families and the remaining person.
- (F) Each invoice must be paid either:
- (i) in full by the last day of the month of the term;
 - (ii) by standing order in ten monthly instalments (payments due 1st October – 1st July inclusive, each instalment being due on the first working-day of each month).
- (G) If a cheque payment is returned unpaid then any charges incurred will be passed on to the bill payer.
- (H) We reserve the right to refuse to allow any child to attend while fees remain unpaid, or there is a persistent default in relation to supplemental charges. We also reserve the right to make an administration charge of £25 for each calendar month or part thereof while the payment is outstanding (or any instalment thereof). In signing the Acceptance Form you hereby agree to these Terms and Conditions and you shall indemnify and keep indemnified Cornmeadow Early Years & Families in respect of all legal and other costs, charges and expenses that Cornmeadow Early Years & Families may incur in enforcing, or attempting to enforce, its' rights to receive payment of all fees, and charges due to it under the terms of this Contract. You consent to our informing any other establishment to which you propose to send your child of any outstanding fees.
- (I) The fees will be reviewed from time to time, usually annually, and may be increased by such amount as the Cornmeadow Early Years & Families considers reasonable. Notice of an increase in the fees will be sent to you prior to the start of the term immediately preceding the date the increase is to take effect.
- (J) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.