

HOLIDAY CLUB BOOKING FORM

REGISTRATION DETAILS	
Child's Full Name:	
Parent's Full Name:	
Home Address:	
Postcode:	
Email Address:	
Home Tel:	Mobile Tel:
Child's Date of Birth:	Child's School:

DATES AND SESSIONS REQUESTED

DATE	FULL DAY - £27.00 <i>(08:30 – 18:00)</i>	MORNING ONLY - £ 15.00 <i>(08:30 – 13:00)</i>	AFTERNOON ONLY - £15.00 <i>(13:00 – 18:00)</i>
Tuesday 30 May			
Wednesday 31 May			
Thursday 1 June			
Friday 2 June			
TOTAL NO OF SESSIONS @ £ 27.00 @ £ 15.00 @ £ 15.00

All Holiday Club sessions must be booked and paid for in full and in advance of child attending sessions.

I / we wish to book our child into the above holiday club sessions at a total cost of £ and have paid by:

- Cheque made payable to: Hemdean House School Ltd
- Online bank transfer directly to: Hemdean House School's bank account
- If paying by on line bank transfer please quote your surname / Holiday Club as the payment reference.*

Hemdean House School bank details: Bank Account No: 65123387 Sort Code: 60 - 04 – 38

Full Name: (Mr / Mrs / Miss / Other)

Signed:

Date:

TERMS & CONDITIONS

REGISTRATION

Parents / carers are required to complete, sign and return a registration Booking Form prior to the commencement of a child's placement with the Holiday Club. Hemdean House School is unable to provide any level of care for a child without this fully completed signed document and accompanying fees.

HOLIDAY CLUB TIMES

Hemdean House School offers Holiday Club care on set dates from Monday to Friday, (not including Bank Holidays) 08:30 – 18:00 during school holidays. Morning session: 08:30 – 13:00. Afternoon session: 13:00 – 18:00

FEES

All Hemdean House Holiday Club sessions are payable in advance and are to be accompanied by a completed booking form, £15.00 half day morning / afternoon session / £27.00 full day session. Hemdean House Holiday Club reserves the right to review the schedule of fees each year and alter the times and provisions of any session. All payments are due for Holiday Club care without any deductions whether by way of a set-off, counterclaim, discount, abatement or otherwise unless with a valid court order requiring an amount equal to such deduction to be paid by the holiday club to the parent / guardian. Any returned unpaid payment will incur an administration charge of £10.00. A late collection surcharge fee is applicable for any child that is not collected by 18:00 at a rate of £5 per 15 minutes. Cancellation fees are applicable without one week's written notice being given to the holiday club to cancel a child's place on a booked session.

TIMINGS

Parents / carers can drop children off at holiday club any time after 08:30 each day and must be collected no later than 18:00 each day. It is the parents / carers responsibility to arrange collection of children by a named listed adult by 18:00 promptly each day. If the parent / carer is unable to collect the child before this time they will notify the holiday club no later than 13:00 and provide, in writing, the details and identification of the person who will collect on their behalf.

SICKNESS

Parents / carers agree to keep their children away from Holiday Club if they have or develop any infectious illness or are advised to stay away from other children on medical grounds by a doctor.

ANTI-SOCIAL BEHAVIOUR

Parents / carers agree to abide by the decisions made in accordance with the Positive Behaviour and Exclusions Policy which is available from the school office and website.

CHANGE IN CIRCUMSTANCES

Parents / carers agree to notify the supervisor of any change in circumstance including but not limited to change of address, contact telephone number and emergency contact numbers without delay.

HEMDEAN HOUSE SCHOOL

CAVERSHAM

LIABILITY

Hemdean House School does not accept responsibility for any child whilst in the carer of their parent or guardian or any persons dropping off or collecting them on behalf of the Holiday Club.

Hemdean House School will make reasonable endeavours to keep all children's property in good order while on school premises. Liability of damage of such property is excluded except where caused by negligence of staff at the Holiday Club.

Parents / carers understand that all relevant policies in connection with this service are available upon request.

SAFEGUARDING DUTIES

Parents / carers acknowledge that Holiday Club staff members are required to comply with Hemdean House School safeguarding policies and guidelines.

DECLARATION

Parents / carers confirm all information provided by them on the registration Booking Form and Medical Forms is accurate and complete and includes any medical conditions, medications, allergies and other special needs.

LAW

This contract shall be governed by and construed in accordance with English law.

CONSENT

- I / we give consent for our child to have his / her photograph taken on site, which may be used in newsletters, posters, website and or publicity purposes.
- I / we give consent for our child to have his / her face painted if this activity is run at the club.
- I / we give consent for our child to have nail art / varnish applied if this activity is run at the club.
- I / we give consent for our child to be given sweets and or party food on special party occasions.

ENCLOSURES

- I / we have completed and signed the attached documentation and agree to the terms and conditions.
- Registration Booking Form
- Medical / Consent Form
- Made payment to Hemdean House School Ltd by cheque / online bank transfer

Full Name: (Mr / Mrs / Miss / Other)

Signed:

Date: