Chapel Break OSC

*Office Use*

Reg EY C V

School

Chapel Break Village Hall, Harpsfield, Bowthorpe, NR5 9LG

01603 442059

[www.chapelbreakclubs.co.uk](http://www.chapelbreakclubs.co.uk)

[chapelbreakclubs@hotmail.com](mailto:chapelbreakclubs@hotmail.com)

Application for Places in Breakfast & After School Club

for the academic year 2023/2024

|  |  |  |  |
| --- | --- | --- | --- |
| Name of child |  | Date of birth |  |

Name and address of parent(s) making the application:

|  |  |
| --- | --- |
| Name(s) |  |
| Address & post code |  |
| Telephone |  |
| Email where invoices should be sent |  |

I/would like my child to attend the following sessions from

*(please give an exact date not a month)*

|  |  |
| --- | --- |
| Start Date |  |

Chapel Break during term time on: (tick regular weekly days required)

*(days ticked will be taken as your regular session unless you cancel or inform us otherwise)*

|  |  |  |
| --- | --- | --- |
|  | **Breakfast Club** | **After School Club** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Or Casual Sessions Only (booked by 9am previous Thursday)

*(It is your responsibility to ensure that you inform us of changes, late bookings cannot be guaranteed)*

|  |  |  |
| --- | --- | --- |
|  | **Breakfast Club** | **After School Club** |
| **YES/NO** |  |  |

**Do you intend to claim childcare tax credit to help cover the costs of your sessions?**

|  |  |
| --- | --- |
| **Yes** | **No** |

**If using the government tax free childcare system, please give us your reference number.**

|  |
| --- |
|  |

**PTO**

**Terms and conditions of service – Agreements**

|  |  |
| --- | --- |
|  | *Please read the following Agreements of service.* |
| 1 | If I/we no longer need these regular places I/we will cancel them with you in writing by at least 9am on Thursday in the week prior to their last session. |
| 2 | If I/we need to make permanent changes to these places I/we will submit this to you in writing by at least 9am on Thursday in the week prior to the changes occurring. If I/we need to make a temporary change, for example due to a holiday or teacher training day, then I/we will advise you in writing by at least 9am on Thursday in the week prior to the temporary change. |
| 3 | I/We understand that if I/we make future changes to session by email, that this will be responded to, and if no reply is received that I/We need to call/visit the centre to make these changes. And that short notice absence of child must be made by calling/visiting the centre. |
| 4 | I/We understand that if I/we make a verbal change to a member of staff and if there is an error or misunderstanding that this is mine/our fault. |
| 5 | I/we understand that if we do not advise you of any changes, temporary or permanent, until after 9am of the Thursday in the prior week that I/we will be charged full fee for that session. |
| 6 | I/we understand that If we do not advise you that my/our child will not need collecting on a specific day, for example if they leave school sick, then I/we will be charged an additional £5.00 to cover establishing the safe whereabouts of the child, & this will be in additional to the session fee. |
| 7 | I/we understand that fees can be paid on a weekly or monthly basis but that full payment should be received by the date stated on the monthly invoice, & that failure to make a payment will result in a fine of 10% of the account being added to your next months invoice, for each week/part week the balance remains unpaid. |
| 8 | I/we understand that if fees are regularly not paid on time that you have the right to ask for payment weekly or monthly in advance, & that you may withdraw your service to me/us. |
| 9 | I/we understand that any unpaid fees may result in legal action being taken against me/us. |
| 10 | I/we understand that places during the school holidays must be applied for on a separate form & booking forms will be sent around half a term in advance. Sessions booked in the holidays are no covered by the same cancellation arranges as above, but fees will be handled in the same manor. |

I/We confirm that I/We have read and understand the above agreements, and agree to the terms and conditions of service.

|  |  |  |
| --- | --- | --- |
| **Signed** | **Print name** | **Date** |
|  |  |  |
|  |  |  |