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| *Office use*  |
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 Chapel Break OSC

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

 01603 442059

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

chapelbreakclubs@hotmail.com

Application for Places in Holiday 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 to received booking forms for the following school holidays

*(please circle all potentially required in order to receive the information)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Oct ½ term 2023 holiday** | **Christmas 2023****holiday** | **Feb ½ term 2024 holiday** | **Easter 2024****holiday** | **Summer 2024****holiday** |

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

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

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

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On the reverse are the terms and conditions of service, for you to sign.

***Please note that we are closed on the following dates***

6pm Friday 22nd December 2023 to and including Monday 1st January 2024

From Monday 27th May 2024 to and including Friday 31st May 2024

And all Bank and Public Holidays

**PTO**

**Terms and conditions of Service – Agreements**

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| --- | --- |
|  | *Please read the following Agreements of service.* |
| 1 | I/we understand that booking forms for individual school holidays will be sent to me at least 4 weeks prior to them commencing. I understand that Chapel Break OSC cannot guarantee places applied for after the booking deadline has passed, & that any remaining places will be distributed on a first come first served basis. |
| 2 | I/we understand that sessions cancelled prior to the booking deadline date on each booking form will be charged at half fee & that sessions cancelled after the booking deadline will still be charged at full fee, this includes all day trips. |
| 3 | I/we understand that children who are booked onto trips should arrive at the centre at least 30 minutes before the trip departs & that the trips departure cannot usually be delayed.  |
| 4 | I/we understand that it is important that our child is appropriately dressed for the activities to be undertaken & that they will be provided with a ruck sack in which to carry their lunch, drinks & a fold away rain coat. |
| 5 | 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. |
| 6 | I/we understand that any unpaid fees may result in legal action being taken against me/us. |
| 7 | 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. |

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

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