

NEXT STEPS BOOKING FORM

Date place required: from _____ to _____

Child's Full Name

SESSIONS REQUIRED	AM	PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Please give an indication of your normal drop off and pick up times.

❖ Please refer to the terms and conditions

SUMMARY CONDITIONS OF ADMISSION

A non-refundable deposit of £30.00 is payable on the registration of your child.

Fees are payable in advance on the first of each month by Standing Order.

If you wish to withdraw your child, or change the attendance times, we require one month's notice in writing or one month's fees in lieu of notice.

The Childcare Centre's policies, procedures and terms and conditions are on display in the reception area and your attention is drawn to them.

If any enrolment details change you must inform the Childcare Centre Manager as soon as possible to check availability of sessions.

The sessions offered can only be held for three working days from the date of your visit.

I accept the terms and conditions noted above

Signed _____ Date _____

Office Use Only	
Date Received	
Identification Password Agreed	
Deposit Paid (with receipt number)	
Contract / Conditions Signed	
Member of staff to Sign	
First Month's Payment	
Standing Order Amount	