

Farmer James Holiday Club 2018 Parent/Carer Contract & Application Form

Term and Conditions

On registering of my child at Farmer James Holiday Club at St Leonard's Farm Park OFSTED Registration Number EY469487 I fully understand that:-

1. All sessions must be paid for **in full by 9/03/18 for Easter Holiday Club** and **29/06/2018 for Summer Holiday Club** by card over the telephone, cheque by post or by Child Care vouchers. No refunds will be given. Alterations will incur an administration fee. Date changes less than 4 weeks prior to attending incur the full cost. Date changes subject to availability. A late fee of £25 per day will apply for late/non payment by the due date.
2. If the full amount is not paid upon booking a non-refundable £10 per day deposit will be taken.
3. **If vouchers are being used**, it may take some time for them to be received by parents/carers. However, payment must be made for the place(s) booked therefore deposits will be taken by card or cheque and refunded by cheque once the vouchers are paid in full by the due Easter or Summer date to FJHC. If it is not possible to pay vouchers by the Easter/Summer due dates then payment in full will be taken by card or cheque and refunded by cheque, by request, once voucher payment is received into our bank account. Parent/carers should instruct voucher companies to issue payment in good time as some take up to 8 days to reach payee bank accounts. *Payment is not considered received until it is in our bank account, not an online virtual voucher company account.*
4. **Drop off** is between 8am-9am (breakfast 8am-8.30am). **Collection** is between 5pm-6pm (tea 5pm-5.30pm). In order for your child(ren) to get the best from this unique scheme, drop off/pick up outside these times is not encouraged. *To comply with OFSTED regulations, our gates will be locked between 9am and 5pm.* Contact Telephone Number 07960716945 should be used during Holiday Club sessions ONLY. Bookings or general enquiries should be directed to our main office number 01274 598795 during our office hours of Mon-Fri 9.30am-4.30pm.
5. FJHC reserve the right to terminate any place with immediate effect if:
 - a) Fees are not paid by their due date i.e. 9/03/18 for Easter Club & 29/06/18 for Summer Club.
 - b) A child, parent or carer displays abusive, threatening or otherwise inappropriate behaviour.In all other circumstances FJHC management will give you two weeks notice in writing should they wish to terminate any FJHC place for any reason.
6. Parents/carers need to be aware that sessions will be charged for even if the child is ill/does not attend.
7. FJHC cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by FJHC staff to ensure the children's belongings are not lost or damaged. Practical "inexpensive" clothing/footwear is strongly recommended. It is parent/carers responsibility to clearly label all items of clothing. It is respectfully suggested all toys, books and electronic equipment are left at home.
8. Parents/carers must read and adhere to all **Policies & Procedures** which are in place within the setting of FJHC together with all information relating to the scheme. A copy of our P&P document is available to download from our website www.stleonardsfarm.com "Farmer James Holiday Club" page.

Please read and keep the above Terms & Conditions and complete the **Application Form** below; then complete and sign the **Parent/Carer Contract** (where indicated below), **Registration Form** and **Parental Permission Form**.

Return the 3 completed forms along with payment i.e. Cheque**, Credit or Debit card# details or Child Care Voucher details (£10 per day per child deposit is required if paying by child care vouchers) to:

FJHC at St Leonard's Farm Park Chapel Lane Esholt BD17 7RB.

If you re-book for the same child(ren) in the same year (i.e. Easter2018 then Summer2018) you only need to send a completed & signed Application Form along with payment.

***Cheques payable to JW&DI Wainhouse # Request call back to pay over phone.*

Farmer James Holiday Club at St Leonard's Farm Park off Station Road Esholt BD17 7RB
Holiday Club Contact Number 07960716945 During Holiday Club Sessions ONLY
Main Office Hours Mon to Fri 9.30am-4.30pm 01274 598795 farmerjames1@aol.com www.stleonardsfarm.com

FJHC 2018 Application Form

Name of Child DOB Age.....

Your Name Tel

Address

Post Code Email

Full Week (8am-6pm Monday to Friday same week) £200.00 Day Session (8am-6pm) £45.00

✓ **Sessions Required**

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Amount Due & Date Due
EASTER2018 9 th -13 th April						£ Amount Due By 9/3/18
SUMMER2018 30 th Jul-3 Aug						£
6 th -10 th Aug						£
13 th -17 th Aug						£
20 th -24 th Aug						£
	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	£ Amount due by 29/6/18

How Are You Paying?

I enclose FULL payment of £..... by Chq or Card No.....Exp.....SecNo.....

OR

I enclose DEPOSIT payment of £..... by Chq or Card No.....Exp.....SecNo.....

I will pay the BALANCE of £..... On by Card, Chq or Child Care Vouchers

CCVouchers Name Refund required £.....(RefChqPostedOn.....By:.....
OrCardDetailsShreddedOn:.....By:.....

** Cheques payable to JW&DI Wainhouse #Request call back to pay over phone

Parent/Carer Contract

These Terms and Conditions represent the entire agreement and understanding between the parents/carers and FJHC. Any other understanding, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

I agree to the terms and conditions that are stated on this form. I understand that this is a legally binding contract between myself and **Farmer James Holiday Club** at St Leonard's Farm Park.

Name of Parent/Carer.....

Signature of Parent/Carer Date

Signature of FJHC Manager Date
or Registered Provider

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