Ladybird Forest Pre-School Holiday Club

Summer 2022 Holiday Club and Party Booking Form

Name of child:…….…… **D.O.B.:**……

Name of child:…….…… **D.O.B.:**……

Name of parent / carer:……

Tel. number: ……..

Email: ……

Please tick the sessions on the appropriate days you would like to book your child(ren) into the Ladybird Holiday Club in the table below.

Session	Monday 25/07/22	Tuesday 26/07/22	Wednesday 27/07/22	Thursday 28/07/22	Friday 29/07/22
Morning 9am – 12pm					
Lunch Club 12pm – 1pm					
Afternoon 1pm – 4pm					

Session	Monday 01/08/22	Tuesday 02/08/22	Wednesday 03/08/22	Thursday 04/08/22	Friday 05/08/22
Morning 9am – 12pm					
Lunch Club 12pm – 1pm					
Afternoon 1pm – 4pm					

Ladybird Forest Pre-School
Holiday Club

Session	Monday 08/08/22	Tuesday 09/08/22	Wednesday 10/08/22	Thursday 11/08/22	Friday 12/08/22
Morning 9am – 12pm					
Lunch Club 12pm – 1pm					
Afternoon 1pm – 4pm					

Summer Party **Thursday 04/08/22** **4.15pm – 5.45pm**	

NB : We admit children from the age of 3 to 7 years and the different age groups are catered for with age-appropriate activities.

Parent/Carer's Signature:……Date: ……...

Please complete and return the Booking Form to admin@ladybirdpre-school.org.uk.

Holiday Club Fees:

The prices for the sessions are as follows:

Session	Fee
Morning	£14.00
Lunch Club	£4.50
Afternoon	£14.00
Sibling Discount	£30.00 per child, per day (applicable for full day bookings only, Lunch Clubs are free)
Weekly Discount	£28.00 per day (applicable for full day bookings only, Lunch Clubs are free)
Halloween Party	£7.00 (if your child is only attending the Party £8.00 (if your child is also attending the Thursday afternoon session)

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To pay:

When your booking request has been accepted, you will be sent an invoice for the amount to pay. Please make a BACs transfer: account number 45156468, sort code 60-01-16 giving **your child's name as the reference**. We also accept childcare vouchers and cash payments – please ask for a receipt.

If you have any queries please contact admin@ladybirdpre-school.org.uk or 01525 406 703.

Booking & Cancellation Policy:

Please be advised that we require payment in full in order to secure your child's place at our Holiday Club.

Payment should be made within 14 days of your booking request being accepted, or immediately, if the booking is confirmed within 14 days of the start of the Holiday Club.

Bookings may be cancelled or altered, and you will receive a 'credit', which can be used for any subsequent Holiday Club booking, provided the booking is made within 12 months. From one week before the start of the Holiday Club and during the week(s) of the Holiday Club no credits will be allowed. If your child is sick and does not attend, you will still need to pay for the session.

In case of changes from the original booking, please be advised that weekly and sibling discounts may no longer apply. You may book your child in for additional sessions (space permitting) during the Holiday Club week(s). Payment is due in advance of attending additional session(s).

NEF Funding:

You can only use your NEF funded hours to pay for the Holiday Club sessions if you have included the hours on the Parent and Carer Declaration Agreement form at the start of the term. Any funded hours used cannot be carried over to pay for sessions at the next Holiday Club in case of cancellations**,** unless both Holiday Clubs fall under the same funding period. No refunds or credits are given for sessions paid via NEF funded hours. Funded hours must be used up during the duration of each funding period. *Please be advised that the Party cannot be paid for via funded NEF hours.*