

Please fill in the form and return it with full payment. I have paid by (please tick one of the following) No child will be booked in without a completed booking form and full payment in advance.

- Amount paid by Debit Card £ _____ / Reference Number _____
- Amount paid by child care voucher £ _____ / Voucher number or date paid into account _____ Voucher Company Name _____ (If paying by childcare vouchers this can take up to one working week to reach us and a further 3 days to clear in our account, please ensure this payment is set up in time if you want to qualify for the early bird discount).
- Amount paid into Activetime children's activities Ltd Account: **40-23-13** sort code-**22130645** Account Number. Date Paid in: _____ Amount paid in £ _____. (Please reference your child's name)
- I wish to pay as you go, I understand this needs to be paid no later than the Wednesday the week before I wish the child care to start. Date of first payment _____ Amount £ _____.

Cancellations policy Afterschool club/Holiday Club: NO refunds for any cancellations once a completed booking form and payment has been received. Any changes to your booking will incur a minimum £10 administration fee. Credit notes may be issued in mitigating circumstances, this will be down to the manager's discretion.

I (Print Name) _____ Sign _____ Date _____.

Our Booking charges for **Norbury, Alpha Prep & Quainton Hall** children:
£11 Registration fee per child. (One off payment)
All bookings include a healthy snack, water, milk or juice. Please see notice board for weekly snack menu.

Early Bird discount price only: FORM & PAYMENT TO US BY FRIDAY 12TH DECEMBER 2014 FOR EARLY BIRD PRICE'S

The following prices apply ONLY if you pre-book and pay in full for your child's space before the early bird cut off date. If paying by childcare vouchers please ensure payment is made in time to clear in our account (this can take up to 5 working days).

Less than 3 days a week is £11.50 a session from 3.00pm – 6.00pm.

3 days a week or more - £11 per session from 3.00pm – 6.00pm.

The following prices apply if you book and or pay for your child after the above dates or if you pay on a weekly basis: if you choose to pay as you go your child's space is not guaranteed until the payment is in made in full which needs to be done on the **Wednesday of the week before.** (If paying by childcare vouchers please ensure payment is made in time to clear in our account (this can take up to 5 working days).
Less than 3 days in a week is £13.00 a session from 3pm – 6pm (£13.50 if you book with less than 24 hours notice)

3 days a week or more - £12.00 per session from 3pm – 6pm (£12.50 if you book with less than 24 hours notice)

All siblings will receive a sibling discount: 5% off second child when booked and paid together (2nd sibling is the one that attends the least number of sessions)

Office use : Date received _____ Staff Sign _____

Booked in by _____ Staff Sign _____

Payment received Date: _____ Type: _____ £ _____

Payments Outstanding £ _____

Confirmation of booking sent: Date _____ By: Staff Name _____

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