

LYDALLS NURSERY SCHOOL CHAMELEON CLUB

TERMS AND CONDITIONS APRIL 2011

- Places in Chameleon Club must be **booked termly (Terms 1 to 6) in advance** using the official booking & registration forms.
- Booked places must be paid for whether used or not e.g. when your child is absent due to illness or holidays. However, holidays booked in advance giving at least **4 weeks notice in writing prior to the end of the preceding term** will not be invoiced. Lunches must also be paid for unless Chameleon Club is notified before 9.30am on the morning of absence.
- Children may not attend Chameleon Club unless their place is paid for in advance.
- Fees are charged per session as set out in the schedule of fees.
- A charge of £10 per half hour or part there of will be made for the late collection of children, this fee will be added to the next invoice. Please abide by the session times booked as early drop off and late pick up can affect the staff:child ratio.
- A charge of £10 will be made to cover the administrative costs of a dishonored cheque.
- Fees will be reviewed annually. All parents will be advised of any changes to the fee structure in writing, a month in advance.
- Cancellation of a place must be made in writing at least **4 weeks prior to the end of the preceding term**. If this notice is not given the full terms fees will be charged. **We cannot accommodate swapping or cancellation of days** however booking of extra ad-hoc days may be feasible.
- Additional ad-hoc sessions must be **agreed and paid for in advance**. Adhoc sessions will be charged at an enhanced rate.
- If you cancel your child's sessions we cannot guarantee your child having a place if you wish them to return, although we do our best to accommodate your needs.
- If after a written reminder fees are not paid, the account will be handed to the County Solicitors. Non payment of fees could result in a child's place being suspended.

We will regularly review these Terms and Conditions and amend them as deemed necessary.

Name of child: \_\_\_\_\_

We/I agree to the acceptance of a place at Lydalls Chameleon Club on the Terms and Conditions detailed above which I have read and understood.

Name of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Chameleon Club: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LYDALLS NURSERY SCHOOL CHAMELEON CLUB

TERMS AND CONDITIONS APRIL 2011

- Places in Chameleon Club must be **booked termly (Terms 1 to 6) in advance** using the official booking & registration forms.
- Booked places must be paid for whether used or not e.g. when your child is absent due to illness or holidays. However, holidays booked in advance giving at least **4 weeks notice in writing prior to the end of the preceding term** will not be invoiced. Lunches must also be paid for unless Chameleon Club is notified before 9.30am on the morning of absence.
- Children may not attend Chameleon Club unless their place is paid for in advance.
- Fees are charged per session as set out in the schedule of fees.
- A charge of £10 per half hour or part there of will be made for the late collection of children, this fee will be added to the next invoice. Please abide by the session times booked as early drop off and late pick up can affect the staff:child ratio.
- A charge of £10 will be made to cover the administrative costs of a dishonored cheque.
- Fees will be reviewed annually. All parents will be advised of any changes to the fee structure in writing, a month in advance.
- Cancellation of a place must be made in writing at least **4 weeks prior to the end of the preceding term**. If this notice is not given the full terms fees will be charged. **We cannot accommodate swapping or cancellation of days** however booking of extra ad-hoc days may be feasible.
- Additional ad-hoc sessions must be **agreed and paid for in advance**. Adhoc sessions will be charged at an enhanced rate.
- If you cancel your child's sessions we cannot guarantee your child having a place if you wish them to return, although we do our best to accommodate your needs.
- If after a written reminder fees are not paid, the account will be handed to the County Solicitors. Non payment of fees could result in a child's place being suspended.

We will regularly review these Terms and Conditions and amend them as deemed necessary.

Name of child: \_\_\_\_\_

We/I agree to the acceptance of a place at Lydalls Chameleon Club on the Terms and Conditions detailed above which I have read and understood.

Name of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Chameleon Club: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_