Booking Form

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| **Fees (January 3rd, 2019)** | **Nursery** | **Pre-School (3 years and over)** |
| **Early Start** | **07.30-08.00** | **£5** | **£5** |
| **Morning**  | **08:00-13:00** | **£30** | **£30** |
| **Afternoon**  | **13:00-18:00** | **£30** | **£30** |
| **School Day**  | **08:00-16:00** | **£45** | **£45** |
| **School Day** | **09:00 –15.00** | **£35** | **£35** |
| **Full Day** | **08:00-18:00** | **£55** | **£55** |
| **School Day Full Week** | **£225** | **£225** |
| **Full Time**  | **£275** | **£275** |
| **Breakfast club 08.00-9.00** | **£5** | **£5** |
| **After school club 15.00-18.0** | **£15** | **£15** |
| **Holiday club 08.00-18.00** | **£35** |  |

**Payment**
Fees are paid monthly in advance via bank transfer, by the 1st working day of each month. We accept childcare vouchers from all registered voucher providers. Invoices and statements are emailed to be environmentally friendly. Paper copies can be posted for a fee of £2.50 per month.

**Inclusive Fees**
Fees are inclusive of all food and drinks. We often run additional activities during the week such as Spanish singing, which are included in your fees. The above fees are valid at 1st January 2018. Fees are typically reviewed every September.

**Opening Hours**
The Nursery is open 07.30hrs to 18.00hrs Monday to Friday excluding bank holidays. Our Early Starts can be booked on an ad-hoc or regular bases. The Nursery will be closed for the working days between Christmas Day and New Year's Day and all public Bank Holidays.

**Government Grants**
Some 2-year-old children and children aged 3 years and over may benefit from Free Entitlement. It applies to all children from their first full term at Next Steps Day Care after their 3rd birthday until they begin primary education. We will administer the grant fully on your behalf. The amount of the grant will depend upon the number of sessions attended per week.

**Minimum Booking**
We do not enforce a minimum number of sessions per week, however we recommend your child attends Next steps day care at least twice a week to ensure their visit becomes a regular routine of their week. In our experience children who only attend once a week can sometimes find it difficult to settle. However, we will be guided by parents as you know your children best!

Child Details

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Date of Birth or Due Date |  | Gender |  |

Does your child suffer from a severe medical condition/allergy Y/N

If Yes, What is the condition/allergy?

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Booking Requirements

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| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Early Start** |  |  |  |  |  |
| **A.m.** |  |  |  |  |  |
| **P.m.** |  |  |  |  |  |
| **School day** |  |  |  |  |  |
| **Full day** |  |  |  |  |  |
| **Breakfast club** |  |  |  |  |  |
| **After school** |  |  |  |  |  |
| **Holiday club** |  |  |  |  |  |
| If the above sessions are not available, are you open to alternative days? | Y/N |
| Please specify your preferred start date at Next steps day care |  |
| Please specify the year you expect your child to be starting primary school. |  |

Registration Fee & Deposit

To apply for a place, a non-refundable registration fee of £25 is required. An additional refundable deposit is also required of £100 per family. The deposit of £100 will be refunded on your last invoice

Please make your cheque payable to ‘Next steps day care Ltd’ and return it along with this completed form.

On receipt Next steps day care will either offer you the requested sessions or after dialogue with you, offer suitable alternative sessions.

A confirmation email will be sent. If we are unable to offer you the requested sessions or provide a suitable alternative and you do not wish to go on our waiting list, we will return the registration fee and deposit in full.

If you choose to go on the waiting list, we retain your registration and deposit. However, you can request to come off the waiting list at any time and have your registration fee and deposit refunded in full.

Your details

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| First Name |  | Relationship to child |  |
| Address |  |
| Postcode |  |
| Home number |  | Mobile Number |  |
| Email \* |  |

\*Your email address is an essential piece of information, used to send you your monthly invoices and to communicate with you in regard to consent for your child(ren’s) care.

Have you used our service before Y/N?

Please detail any special requirements or additional information here

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| --- | --- | --- | --- |
| Sign |  | Date |  |

Signature of this form confirms that you have read Next Steps Terms and Conditions and that you agree to be bound by them.

Please retain a copy for your own records. Should any provision of these terms and conditions be found to be unlawful then that provision shall be removed but the agreement itself shall remain in full force and effect. Your statutory rights are not affected by these terms and conditions.

Please indicate how you heard about Next Steps Day Care

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Web search | Word of mouth | Drive past | Advert | other |
|  |  |  |  |  |

If you have been recommended by a parent with a child at Next steps day care, please tell us their name so we can thank them;

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For Office use only

|  |  |  |  |
| --- | --- | --- | --- |
| Payment method |  | Registered amount |  |
| Room agreed if applicable |  | Start date |  |
| Settle 1 date and time |  | Settle 2 date and time |  |