



Terms and Conditions of Booking

Please read carefully before signing.

1. I will sign my child/ children in and out from the designated registration venue each day unless I have given in writing, prior warning that my child can sign themselves in and out from the activity scheme.
2. **I will arrange for my child / children to be collected from Leighton Park School no later than the publicised time (i.e. 3.30pm or 5.30pm). I agree to pay a late collection charge of £5.00 if my child is not collected by 5.40 pm and £5.00 for every 15 minutes thereafter. (Please note: if your child is not collected by 6.00 pm Social Services will be notified unless you've notified the school stating the reason for a late collection)**
3. I agree to pay the full fee for my child / children in advance.
4. **Any cheque received which bounces will incur a £15 charge.**
5. Confirmation of your booking will follow only when full payment has been received.
6. I agree to keep my child / children away from Leighton Park School if advised to by a doctor or by the Activities Manager.
7. I agree to abide by decisions made by the Activities Manager regarding persistent inappropriate behaviour. We reserve the right to exclude any child from taking part in any activities if necessary.
8. No refunds will be given unless a Doctor's Note can be produced to explain illness.
9. Bookings are not transferable unless Leighton Park are at fault.
10. My child is five years or older at the start of the Holiday Activity Scheme.
11. Leighton Park reserves the right to amend the programme if and when necessary, there may be some occasions where certain activities do not run due to illness of qualified instructor.
12. **If payment was made by childcare vouchers we can only offer credit for future holidays.**
13. I have read and agree to Leighton Parks Policies and Procedures available on our website, admin desk or on request.

Please enclose:

A cheque payable to "Leighton Park School"

Any cheque received which bounces will incur a £15 charge.

A parent consent & medical information form.

(Please note a new form is required for Holiday Activity Schemes each academic year September 2010 – August 2011). This consent / medical form will be kept on file for the year. Please forward a new form when any details change.

Signed:

Print Name:

Date: ____ / ____ /