



Registration Form

Child's Full Name: _____

Parent's Name: _____

THE FOLLOWING PEOPLE HAVE PERMISSION TO COLLECT MY CHILD	

I understand that should someone other than the contacts listed above collect my child/children, they will be required to use the code word detailed below.

Code word:	
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Terms and Conditions

- A registration form must be completed and returned to Ivy Bank school office prior to a child attending Ivy Leaves
 - One month's written notice is required from the parent/carer should a cancellation/amendment be required to bookings
 - Charges will still be made for places that are booked but not attended.
 - If your child attends extra-curricular activities and then attend Ivy Leaves, a full session will be charged
 - Collections after 6pm will incur a charge of £5.00 for every 15 minutes (or part of) after this time.
 - Sessions need to be booked in advance by the date given on the email & form
 - Invoices will be issued in advance of sessions and must be paid within 7 days
 - Ivy Leaves has no obligation to continue to provide childcare in the event of fees becoming outstanding
 - Failure to pay will result in the withdrawal of child care
 - In cases of non-payment the Ivy Bank bad debt process will be followed which may result in court action
 - Any costs incurred relating to the recovery of fees will be added to any outstanding amount
 - All Ivy Bank policies and procedures will be followed (including the complaints procedure)
 - You agree to keep our Data Management System (Arbor) up to date with contact numbers and keep us informed with regard to medical and dietary requirements
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- I confirm that I have read and understand the booking procedure for Ivy Leaves
 - I confirm that I have read and understand the terms and conditions set out above
 - I confirm that I will adhere to the terms and conditions

Signature: _____

PRINT Name: _____

Date: _____