



**Allocated Places Form
(2024 - 2025)**

Please mark which days you would like to request for an allocated term time place, starting from your START date stated below.

TERMS & CONDITIONS of an Allocated Place

Please read carefully as you are entering into a legal contract -

- Completion of this form means that you are guaranteed these places for After School Club throughout each term **(based on Broadway Infant School term time dates)**, unless notified otherwise
- You must complete an Amendments & Cancellations form to make any changes and **FOUR WEEKS paid notice** is needed to cancel an allocated place
- Fees will be reviewed every 6 months and may rise. You will be informed of any fee increases.
- Please note that you will be invoiced for your fees regardless of whether your child attends or not.
- **You are responsible for informing us if your child will not be attending a booked session and as your place / places are guaranteed, they must be paid for whether or not your child/children attend:** If you wish to take a break from your allocated place, the period of non-attendance is still due to be paid and we are afraid, due to a Waiting list, your cancelled place will be passed on to the person next due allocation of a space.
- **Payment must be made in advance by BACS/bank transfer or childcare vouchers. Sorry we do not accept cash or cheques & childcare vouchers can take up to a week to process so we ask that you pay these immediately in order for your payment to clear by the due date on your invoice.**

For any other term time attendance please use our ad-hoc monthly booking forms (we will book your child in IF there is space for an adhoc booking, please note a regular term time place is therefore an Allocated Place)
Payment must also be made in advance for ad-hoc bookings.

Please tick the appropriate boxes below for your choice of regular childcare sessions-

	AFTER SCHOOL
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Payment by BACS/Bank transfer	Payment by Childcare Vouchers
Firm Booking	Provisional Booking
<p>If you have ticked 'provisional booking' then your firm booking must be confirmed as soon as possible to guarantee your place. To do this please email wapridgewood@yahoo.co.uk</p>	

Name(s) of Child (Children): _____

Date/s of Birth: _____ Age/s of child/ren: _____ Start Date: _____

Schools:

The Ridge/Broadway Infant School, St Mary's, Wellesley, Woodlands (parents arrange drop off for Woodlands children)

Name of parent/carer: _____ Signature: _____

Date: _____ Address: _____ Postcode: _____

Telephone number: _____ Email Address: _____

YOU WILL BE INVOICED YOUR MEMBERSHIP FEE AND YOUR MONTHLY INVOICE VIA EMAIL

PLEASE DO NOT PAY ANY MONIES PRIOR TO RECEIVING AN INVOICE UNLESS IT IS A LAST MINUTE
BOOKING & THE CLUB MANAGER/ADMINISTRATOR HAS CONFIMRED THE AMOUNT - THANK YOU