**Sanctuary Farm Summer School 2017**

**Parent/Carer Contract(1) & Application Form(2)**

**Term and Conditions**

On registering of my child at Sanctuary Farm Summer School I fully understand that:-

1. All sessions must be paid for **in full by 01/08/2017 for Summer School** by cheque or cash .BACS information available on request.We cannot currently accept cards or childcare vouchers. No refunds will be given. Alterations will incur an administration fee. Date changes less than 2 weeks prior to attending incur the full cost. Date changes subject to availability. A late fee of £10 per day will apply for late/non payment by the due date.

1. If the full amount is not paid upon booking a non-refundable £10 per day deposit will be taken.

1. **Drop off** is between 8am-9.30am (breakfast 8am-8.30am). **Collection** is between 4pm-6pm (tea 5pm-5.30pm). In order for your child(ren) to get the best from this unique scheme, drop off/pick up outside these times is not encouraged.*To comply with safeguarding regulations, our gates will be locked between 9.30am and 4pm.* Contact Telephone Number

1. SFSS reserve the right to terminate any place with immediate effect if:
   1. Fees are not paid by their due date.
   2. A child, parent or carer displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances SFSS management will give you two weeks notice in writing should they wish to terminate any SFSS place for any reason.

1. Parents/carers need to be aware that sessions will be charged for even if the child is ill/does not attend.

1. SFSS cannot be held responsible for any loss or damage to children’s property. Every reasonable effort will be made by SFSS staff to ensure the children’s belongings are not lost or damaged. Practical

“inexpensive” clothing/footwear is strongly recommended. It is parent/carer’s responsibility to clearly label all items of clothing. It is respectfully suggested all toys, books and electronic equipment including phones are left at home or given to the staff member for safekeeping.

1. Parents/carers must read and adhere to all **Policies & Procedures** which are in place within the setting of SFSS A copy is available to download from our website

Please read the above Terms & Conditions(1), sign the **Parent/Carer Contract**(2) and complete the **Application Form**(2), **Registration Form** and **Parental Permission Form** (keep the Terms & Conditions). Return the completed forms along with payment i.e. Cheque payable to Sanctuary Farm to Debbie Gordon, Sanctuary Farm, Pick Hill, Horam, East Sussex, TN21 0JP

**Return all requested forms to us with full payment OR deposit payment**

Sanctuary Farm Summer School 2017

## Application Form – please complete one per child

Children must be between the ages of 5 and 12 to attend summer school

Name of Child ………………………………………………....... DOB …................. Age................

Your Name …………………………........................................ Tel ………………………..............

Address………………………………………………......................................................................

Post Code ……………………. Email ………………………………………………..........................

Day Session = £25.00/Full Week (Monday to Friday, same week) = £120.00

## Sessions Required 9.30 -4 pm - Please tick as appropriate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday | Amount Due |
| 31st July -4th August |  |  |  |  |  |  |
| 7th Aug -11th Aug |  |  |  |  |  |  |
| 14th Aug – 18th Aug |  |  |  |  |  |  |
| 21st Aug -25th Aug |  |  |  |  |  |  |
| 28th Aug -1st Sept |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Early Drop\* from 8am +Breakfast (toast +cereal) - £10**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday | Amount Due |
| 31.7 -4.8 |  |  |  |  |  |  |
| 7.8 -11.8 |  |  |  |  |  |  |
| 14.8 -18.8 |  |  |  |  |  |  |
| 21.8 -25.8 |  |  |  |  |  |  |
| 28.8 -1.9 |  |  |  |  |  |  |

**Afternoon extension\* – 4pm-6pm + snack/tea - £10**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday | Amount Due |
| 31.7 -4.8 |  |  |  |  |  |  |
| 7.8 -11.8 |  |  |  |  |  |  |
| 14.8 -18.8 |  |  |  |  |  |  |
| 21.8 -25.8 |  |  |  |  |  |  |
| 28.8 -1.9 |  |  |  |  |  |  |

\*Please note Early Drop off or afternoon extension session can only be booked in addition to a Day Session, not separately.

**How Are You Paying?**

I enclose FULL payment of £............... by Cheque, payable to Sanctuary Farm or please contact us for BACs information

## Parent/Carer Contract

These Terms and Conditions represent the entire agreement and understanding between the parents/carers and SFSS Any other understanding, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

I agree to the terms and conditions that are stated on this form. I understand that this is a legally binding contract between myself and Sanctuary Farm Summer School.

Name of Parent/Carer..................................................................................................................

Signature of Parent/Carer …………………………………................. Date …………………........

Signature of SFSS Manager ………………………………................. Date …………………........