**Reservation Form**

If you would like to reserve a place for your child at Pepperpot Pre-School please complete and return this **Reservation form** with the accompanying **Admissions form.**

Please note: there is a £25 admin fee for registration (non-refundable), and a £100 refundable\* deposit to reserve your child’s place.

*\*The reservation deposit will be refunded upon your child taking up their reserved place with us, as per your requested sessions. If you need to cancel or postpone your child’s place the fee is fully refundable if**at least 4 weeks’ notice is given.*

**Data Protection**

The information you give on this form may be held in secure computerised format and used for the distribution of fundraising and other information, or for other day-to-day Pepperpot activities. It will not be sold or passed on to outside bodies without your prior consent. Distribution of this information among Pepperpot’s staff, volunteers and committee will be strictly on a need-to-know basis. If you have any queries about this, please contact the committee’s Data Protection Officer.

This agreement does not affect your statutory rights.

**Child’s information**

Name of child (as recorded on their birth certificate)

First name(s) …………………………………………………………………………………

Surname …………………………………………………………………………………

Date of birth (dd/mm/yy) ………/………/………

*Reminder: You will need to provide Pepperpot with the child’s birth certificate (not a photocopy) on or before their first session.*

**Parent/Guardian Contact Details**

Name of Parent/Guardian…………………………………………………………………………………

Telephone no ………………………………………………………

Email address ……………………………………………………

**Attendance information**

A minimum of 3 morning and/or afternoon sessions are required. Reservations for less than this will be considered on a case by case basis, please discuss with the Manager.

Start date at Pepperpot ………………………………………………

Please tick the sessions below that are required each week;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sessions** |  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| **9am-12pm** | **Morning** |  |  |  |  |
| **12pm-1pm** | **Lunch Club** |  |  |  |  |
| **1pm-3pm** | **Afternoon** |  |  |  |  |

The start date and the sessions requested will only be agreed upon receipt of the £100 reservation deposit. This form and the deposit will constitute your child’s reserved place and requested sessions.

Any changes to this will require at least 4 weeks’ notice.

**Deposit Payment**

The £100 reservation deposit is payable to the following:

Pepperpot Bathford Pre School

Sort code: 09-01-29

Account number: 49126318

**Deposit Refund**

Once your child takes up their reserved place and sessions at Pepperpot Pre-School your reservation deposit will be refunded. Please tick which refund method you would prefer:

|  |  |
| --- | --- |
| Bank Transfer |  |
| Credit against the first terms fees |  |

*Please note: if your child’s sessions are fully funded by the Local Authority we will automatically make any refund owing via bank transfer, please provide your details below.*

Your bank details for the deposit refund:

Account Holder’s Name …………………………………………………………………………

Account Number (8 digits) …………………………………….

Sort Code ……. - …….. - ……..

**Declarations**

I confirm that the information given on this form is, to the best of my knowledge, complete and correct.

I understand that a reservation deposit of £100 must accompany this form, and my child’s place is not reserved until receipt of both.

I understand that this reservation deposit will be refunded upon my child taking up their reserved place and sessions, as detailed above.

I understand that this reservation deposit will be refunded, if my child does not/will not take up their reserved place and sessions, only where at least 4 weeks written notice is given.

If less than 4 weeks’ notice is given and my child does not take up their reserved place and sessions, as detailed above, the reservation deposit will not be refunded.

Discretion may be exercised by the Pepperpot management where minor changes to the reserved place and sessions are requested with less than 4 weeks’ notice.

I understand that if I postpone my child’s start date to a subsequent term later in the school year, with less than 4 weeks written notice, I will be required to make a new reservation deposit to reserve my child a place.

If due to unforeseen circumstances Pepperpot is unable to offer your child their reserved place and sessions, the reservation deposit will be refunded.

Signed (Parent/Guardian) ……………………………………………………………………………………

Name (in capitals) ……………………………………………………………………………………

Date (dd/mm/yy) ……… / ……… / ………

Signed (Pepperpot Manger) ……………………………………………………………………………………

Name (in capitals) ……………………………………………………………………………………

Date (dd/mm/yy) ……… / ……… / ………

**For Pepperpot use only**

|  |  |
| --- | --- |
| Admissions form received? Yes / No  Admissions fee received? Yes / No | Date £100 deposit received (dd/mm/yy) ……… / ……… / ………  Cheque number ………………………………  Sort code ……… / ……… / ……… |