



Bidborough  
Village  
Nursery  
School

## Registration Form

### BVNS Summer Activity Club 5th – 16th August 2024

Child's Surname \_\_\_\_\_

First Name of Child \_\_\_\_\_ Date of birth \_\_\_\_\_

Full Name of Mother \_\_\_\_\_

Full Name of Father \_\_\_\_\_

Main Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Please tick Sessions you are applying ✓ (minimum of 2 days)

Week 1: 5 <sup>th</sup> – 9 <sup>th</sup> August				
Monday	Tuesday	Wednesday	Thursday	Friday

Week 2: 12 <sup>th</sup> – 16 <sup>th</sup> August				
Monday	Tuesday	Wednesday	Thursday	Friday

Please return this form to the Nursery with a £10 deposit for each selected day. This deposit is required to secure a booking. The deposit is non-refundable and will only be returned if the nursery cannot offer the place on the specified schedule and date

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Payment methods

**Cheque:** to be made payable to Spiggly Limited.

**Bank Transfer:**

HSBC Bromley

Account Number: 42398958

Account: Spiggly Limited

Sort Code: 40-15-05

Bidborough Village Nursery School is a trading name of Spiggly limited  
Company registration number: 08670826 website: bvns.co.uk Email: info@bvns.co.uk

# Terms & Conditions

1. **Provision of Services:** The Bidborough Village School Nursery (BVNS) agrees to provide a summer club with attractive programmes and diverse activities for your children in return for the payment of the daily fees.
2. **Registration:** Registration forms must be completed in full before a child can be allocated a place. By booking and paying the deposit, you agree to be bound by these terms and conditions.
3. **Capacity and Waiting List:** If the summer club reaches its capacity, your child will be placed on a waiting list and notified when a place becomes available.
4. **Payment Includes:** Accommodation, snack, drink, supervision, instruction, entertainment, and activities.
5. **Cheque Payments:** All cheques must be payable to "Spiggly Limited." If your cheque is not cleared by the bank, you will be liable for an additional administration fee of £30.
6. **Parent/Carer Responsibility:** It is the responsibility of parents/carers to ensure that all information provided in their child's registration form is accurate and kept up-to-date. Any changes (e.g., new phone number, moved house) must be provided in writing.
7. **Medical and Behavioural Information:** Any medical or behavioural problems of your child known to you must be notified to BVNS in writing on the Child Information Form and prior to the commencement of the summer club. BVNS reserves the right to decline a booking based on these details.
8. **Invoice and Confirmation:** Upon acceptance of your booking, BVNS will issue an invoice or confirmation letter for the balance of the fees.
9. **Completion of Registration:** The registration form must be fully completed and returned to BVNS with all necessary information, including health and allergy information.
10. **Deposit:** A deposit of £10 for each booked day must accompany the registration form. The deposit is non-refundable unless BVNS does not accept your booking. No booking is valid until payment has been received, whether by cash, bank transfer, or cheque.
11. **Confirmation of Place:** Your child's place is only confirmed once your non-refundable deposit payment has cleared.
12. **Full Fee Payment:** The balance of summer club fees is due by 31st July. If BVNS does not receive the balance by this date, it reserves the right to terminate the agreement with written notification. In such cases, the deposit will not be refunded.
13. **Cancellation by BVNS:** BVNS may have to cancel a day due to unforeseen circumstances. In such cases, payments received in advance for the day will be returned. No other costs will be refunded.

**14. Cancellation by Parent/Carer:** If you wish to cancel your booking, you must do so in writing to BVNS via email (bvns@gmx.co.uk). Cancellation charges are as follows:

- Before 15th July 2024: 0% cancellation charge.
- After 15th July 2024: 50% cancellation charge.
- Cancellation for medical reasons (with an appropriate doctor's certificate): 0% cancellation charge.

**15. Liability:** BVNS shall not be liable for delays or failures in performing its obligations due to causes beyond its reasonable control. Except for death or personal injury caused by BVNS's negligence, BVNS is not liable for any loss of profit or any indirect, special, or consequential loss, damage, costs, expenses, or other claims arising out of the provision of services.

**16. Activity Withdrawal:** BVNS reserves the right to withdraw a child from any activity for safety or unsuitability reasons.

**17. Authorised Collection:** Children will only be released to the authorised adult listed on the personal information form. If a child is collected late on two occasions, they may be excluded from the club without a refund.

**18. Late Collection:** In case of an emergency that may cause you to be late picking up your child, please contact BVNS on 07517145731 and speak to Manager Mrs. Kenarik Esraelyan. If a child is not collected by 4 pm and no contact has been made, BVNS is required to contact Tunbridge Wells Social Services Department.

**19. Safeguarding:** BVNS will contact the Local Safeguarding Children's Board if abuse is suspected or in the event of a disclosure.

**By signing below, you agree that you have read and understood all the Terms and Conditions, including the Late Collection Policy.**

Name .....

Name of Parent/Carer .....

Signature .....