



Registration Form

Child's Full Name: _____

Parent's Name: _____

THE FOLLOWING PEOPLE HAVE PERMISSION TO COLLECT MY CHILD	

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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 St Bartholomew's Primary school office prior to a child attending Club Barty
- Charges will still be made for places that are booked but not attended.
- Collections after 5.15pm 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 Club Barty monthly booking form
- Invoices will be issued via the Staffordshire County Council finance system in advance of sessions and must be paid within **7 days**
- St Bartholomew's Primary 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 debt will be passed to the local authority which may result in court action
- Any costs incurred relating to the recovery of fees will be added to any outstanding amount
- All St Bartholomew's Primary 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

- I confirm that I have read and understand the booking procedure for Club Barty
- 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
- I understand that my personal details will be used to allow St Bartholomew's Primary to set me up as a customer on the accounting system

Signature: _____

PRINT Name: _____

Date: _____