

## BOOKING FORM/ CONTRACT FOR YELLOW BIRDS OUT OF SCHOOL CLUBS



**Yellow Birds All Saints Club** is held at All Saints Church Hall, Church Avenue, Highams Park, E4 9DQ - [EY537557](tel:02089965557)  
**Yellow Birds Longshaw Club** is held at Longshaw Primary Academy, 18 Longshaw Road, Chingford E4 6LH - [EY498113](tel:02089965557)  
**Yellow Birds St Peter and St Paul's Club** is held at St Peter and St Paul's Church Hall, The Green, Chingford E4 7EN - [EY501546](tel:02089965557)  
 Registered Address: Yellow Birds Play Academy Limited, 28 Cazenove Road, Walthamstow E17 4NP

### Parents Details

**Name** .....  
**Home Address** .....  
**Email**.....  
**Contact Number** Home..... Work ..... Mobile .....

Child(ren) Full Name	Age	School	Class	Allergies or Medication	Dietary Needs	Additional or Support Requirements

**Academic Year: 7<sup>th</sup> September 2020 – 23<sup>rd</sup> July 2021**

Preferred start date...../...../.....

if your start date is more than a month away you will be charge £50 non-refundable space holding fee

### Yellow Birds Breakfast Club (BC) 7.30am start

MON.	TUES.	WED.	THURS.	FRI.

### Yellow Birds After School Club (ASC) 6.00pm finish

MON.	TUES.	WED.	THURS.	FRI.

### Fees:

**Annual Registration Fee:**  
 £20.00 for the first child  
 £30.00 for a household

#### Breakfast Club (BC)

No. days per week	Month*
1	£30.14
2	£60.27
3	£69.14
4	£92.18
5	£115.23

#### Afterschool Club (ASC)

No. days per week	Month*
1	£49.64
2	£99.27
3	£117.00
4	£156.00
5	£195.00

### Payment Option:

1. Direct Debit
2. Childcare Voucher (or
3. Childcare Voucher & Standing Order

\*Direct Debit Mandate will be sent automatically with your first invoice  
 \*Childcare Voucher Agreement will sent out separately

### Terms and Conditions

- Booking forms must be completed, signed by hand and emailed to [YellowBirdsinfo@aol.com](mailto:YellowBirdsinfo@aol.com).
- A £50 non-refundable space holding fee will be charged if your start date is deferred for a month or more.
- One months fees is required as a deposit. Deposits will be offset against your fees at the end of the academic year or when you give notice.
- Invoices are due to be paid on the 28<sup>th</sup> of each month in advance. E.g 28<sup>th</sup> August for September, 28<sup>th</sup> September for October
- Payments are to be made by Direct Debit, Childcare Voucher or a combination of Childcare Vouchers and a Standing Order. A 5% surcharge will be applied to any Bank Transfers owing to the administrative cost.
- Yellow Birds Play Academy's term dates differ from that of your child's schools and fees are charged Yellow Birds dates.
- DISCLOSURE: Yellow Birds Management Team and PMA Accountants will be able to view your account information this includes your full name, email address, your child's first initial and surname
- One off days / extra sessions can be booked daily by email [YellowBirdsinfo@aol.com](mailto:YellowBirdsinfo@aol.com) or by contacting your clubs Club Manager. Spaces are subject to availability at a cost BC: £8.50 and ASC: £14.00 per session
- Children must be collected before 6pm, a collection fee of £10.00 + £5 for every 15 minutes after 6.00pm
- Late payments - fined £10 a week. We are unable to carry any arrears. NB: single days/sessions cannot be cancelled
- Yellow Birds does not offer a cooling off period. A minimum of one months' notice is required to cancel your booking– please request a cancellation request form by emailing [YellowBirdsinfo@aol.com](mailto:YellowBirdsinfo@aol.com). If you wish to reduce the number of days your child attends you must cancel your booking and rebook by submitting a new booking form [YellowBirdsinfo@aol.com](mailto:YellowBirdsinfo@aol.com).
- All charges apply during the Yellow Birds term dates if the club is forced to closed due to unscheduled school closures e.g. due to teacher strikes and bad weather. Charges apply if your child is absent.
- Yellow Birds will pass on any debts to a third party this includes late payment fees and additional cost incurred

Signed..... Date...../...../.....

For 'FASTER BOOKING' please email a signed copy of this form to [YellowBirdsinfo@aol.com](mailto:YellowBirdsinfo@aol.com)