

Priority Booking

September 2023



Child's Name:

User Name:
(Parents email address)

Club Location:

Breakfast Club					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Early Birds					

After School Club					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Late Club 1800					

Priority Booking

Priority bookings offer parents the peace of mind, knowing that their regular sessions are secured for as long as needed. FISH requires a signed and fully completed priority booking application form before considering a place. The club manager will confirm the availability of spaces.

Fees and Invoices

Priority Booking fees must be paid in advance by debit or credit card, tax-free childcare vouchers, or workplace vouchers. An Admin fee of £7.50 is added to each priority booking invoice. Payment is due within 14 days after the booking is made. Invoices will be emailed at least 4 weeks before the end of the current term. We will send an email notification to parents when priority booking invoices have been sent, and the system will go live for all parents to book any casual sessions they require. If you haven't received your invoice when you receive this email, please notify the office. It is the responsibility of the parent to inform the office. Any late payments made after 21 days will incur a late payment charge of £5 per week, unless a payment plan has been agreed upon in advance. All booked sessions must be paid for, regardless of whether the child attends. No refunds will be issued for missed sessions due to holidays or sickness unless we can resell the session, provided the club is full. Failure to meet payments will result in the termination of the priority booking place, and in such circumstances, parents will not be entitled to a refund of any fees

Termination / Cancellation / Change

We require a written notice of at least one half-term should you wish to terminate or change your priority booking days/sessions for any reason. Parents remain liable for fees throughout the notice period unless we can resell the spaces. If a parent withdraws their child during this notice period, fees shall remain payable. We reserve the right to terminate a priority place with immediate effect if any fees are not paid by the due date or if a parent, carer, or child displays abusive, threatening, or otherwise inappropriate behaviour.

Parent/Carer Signature

Parent/Carer Name

Date:



FISH KIDS LIMITED

Apple Blossom House, Cheriton Fitzpaine, EX17 4JN

08445 618847 | 01363 866450 | info@fishkids.co.uk | www.fishkids.co.uk

Company number 10684209

