



Abbotsholme Pre-Prep School

BOOKING AGREEMENT

FULL NAME OF CHILD	DATE OF BIRTH
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On registering with us, we would be grateful if you could complete the following booking agreement where you will state the sessions you wish your child to attend. Any subsequent changes to these session/s require a term's notice, in writing, and you will be invoiced accordingly.

BOOKING REQUEST FORM

We are open for 38 weeks a year over three terms: Autumn, Spring and Summer, which are roughly of equal length.

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Please indicate next to each relevant day which times you would like to book your child in for e.g. 8.00am-1.00pm, 1.00pm-5.00pm or all day.

In the event of parent/carer wishing to cancel any of the booked sessions, the points below must be adhered to:

- I / We understand that should we wish to cancel any booked sessions, then a full term's notice in writing is required.
- I / We understand sessions can not be secured until all the appropriate documentation has been completed, signed and returned to the Pre-Prep.
- I / We understand that if we fail to give a full term's notice then a full terms fee's will be invoiced for our payment. Any subsequent changes to these session/s require a term's notice, in writing, and I/we will be invoiced accordingly.
- I / We understand that all sessions must be paid for.
- I / We fully understand that if fees are not paid, then our child's place will be cancelled and legal action will be taken to recoup any outstanding fees.
- I / We understand that the fees are subject to an annual increase.
- I / We have read and understood all the above information.
- I / We understand that sessions cannot be changed to accommodate holidays, illness etc.
- Charges will be made for late collections.

PRINT AND SIGN BELOW:

SIGNATURE OF PARENT/CARER	Date
1	
NAME IN FULL	
2	
NAME IN FULL	

NB: Should you have any financial difficulty reaching these requirements please let the Pre-Prep School Manager know as soon as possible.



Abbotsholme
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