

# Booking Form

Mon

|             |
|-------------|
| Start time* |
|-------------|

Tue

|             |
|-------------|
| Start time* |
|-------------|

Wed

|             |
|-------------|
| Start time* |
|-------------|

Thurs

|             |
|-------------|
| Start time* |
|-------------|

Fri

|             |
|-------------|
| Start time* |
|-------------|

Please insert the start and finish times adjacent to the days that you would like to book.  
\*A minimum of 2.5 core hours per day is required.

Verandah provides premium after school and holiday care for children from the age of 5 to 11 years. We are open during term time from 2.30pm to 6.00pm. Our hourly rate is £6 which is subject to a minimum core of 2.5 hours per day. Verandah is located during term time at Spurgeon Church Hall, North Clifton, St Peter Port. For details visit [www.verandahkids.com](http://www.verandahkids.com)

Please complete this booking form and return to the address below. Upon us sending you confirmation of your booking, 50% of the total cost of your first monthly booking will be required. This deposit secures your booking and is non refundable. We cannot guarantee any bookings without the payment of this deposit. The remaining balance of your initial monthly booking must be paid prior to the commencement of the child's placement. Thereafter fees will be payable monthly, in advance. No refund will be given for cancellations.

|                                 |               |
|---------------------------------|---------------|
| Full name of child              |               |
| Gender                          | Date of Birth |
| Home address                    |               |
|                                 |               |
| Postcode                        | Home Tel.     |
| Email                           |               |
| School                          | Year          |
| Name of parent/legal guardian 1 |               |
| Relationship to child           |               |
| Work No.                        | Mobile No.    |
| Name of parent/legal guardian 2 |               |
| Relationship to child           |               |
| Work No.                        | Mobile No.    |
| Name of other emergency contact |               |
| Relationship to child           |               |
| Tel No.                         | Mobile No.    |
| Child to be collected by        |               |

I /We indicate by my/our signature(s) below that I/we have read and fully understand and consent to the booking and cancellation policies as well as all the terms and conditions.

Signature:

Date:

Name of Parent/Guardian:

# Health Record

Please complete this medical form and return to our Registered Office at 55 Le Bordage, St Peter Port, Guernsey GY1 1BP.

We require this information before your child can be placed at either our after school or holiday facilities.

|   |               |
|---|---------------|
| Full name of child  |               |
| Gender  | Date of Birth |
| Home address  |               |
|   |               |
| Postcode  | Home Tel.     |
| Work No.  | Mobile No.    |
| Does your child have any medical conditions?                  | Yes / No      |
| If yes, please provide full details                           |               |
|   |               |
|   |               |
| Will your child require medication at Verandah?               | Yes / No      |
| If yes, please give full details                              |               |
|   |               |
|   |               |
| Does your child have any allergies?                           |               |
|   |               |
|   |               |
| Please list the vaccinations that your child has had to date. |               |
|   |               |

|  |
|--|
| Name of Family Doctor  |
| Practice Name  |
| Practice Tel.  |
| I hereby consent that my child may receive first aid in the event that he/she has an accident. In an emergency I consent to medical treatment provided that in the opinion of a qualified Doctor any delay required to obtain my signature and permission may endanger my child's health and safety. |
| Signature:   |
| Date:  |
| Name of Parent/Guardian:   |

# T&C

These Terms and Conditions shall apply to the Agreement for the supply of Services by Verandah Kids Limited to the Customer and shall supersede any other documentation or communication between these parties.

Please ensure that you read and understand this information as it provides important information regarding your childcare booking. Once satisfied, please sign and return the booking form together with the appropriate payment.

The following expressions shall have the following meanings:

"Verandah" means Verandah Kids Limited, a company incorporated in Guernsey.

"Customer" means any party who enters into a contract for Services with Verandah;

"Child" means the child who shall attend Verandah and for whom the childcare services are to be provided;

## Child Details

The information supplied in the Booking Form must be accurate and Verandah is entitled to rely on this information.

The Customer must notify Verandah immediately of any changes to this information.

## Sickness and Medical Information

A Child suffering from any contagious disease is not permitted to attend Verandah. This includes, but is not limited to, sickness, diarrhoea, impetigo and conjunctivitis.

Verandah reserves the right to refuse admission to any child they suspect of having a contagious condition.

Verandah accepts no liability for the contraction of any illness transmitted at Verandah.

The Customer must complete and return Verandah's standard medical health record prior to the first attendance and must inform Verandah immediately of any change to this information.

The Customer must complete a medical consent form prior to the first attendance to permit Verandah staff to administer first aid as well as any medicines supplied by the Customer for the Child.

Verandah shall not be held responsible for any negative effects caused by the administration of any medication supplied by the Customer for the Child.

## Absence and Collection

The Customer must advise Verandah as soon as possible if the Child is to be absent.

The Customer must advise Verandah as to the identity of the person who shall collect the Child at the end of a session. If that person is not known to Verandah proof of identity may be requested. If Verandah is not satisfied as to the credibility of such a person the Child shall not be released.

Children must be signed out by their authorised collector.

Children will only be allowed to leave the premises with an authorised collector, as indicated on their registration form. In cases of emergency the Customer must let Verandah know if someone else is unexpectedly collecting the child. All children must be collected by an Adult. Any person unknown to staff will be challenged.

Verandah does not accept responsibility for any injury whatsoever to any child if the child leaves the area of activity without the authorisation of a member of Verandah staff.

If the Customer is unable to collect the Child at the appointed time a late collection charge may be payable at a rate of £10 per 15 minutes for every child collected after 6 pm. This fee will be invoiced in due course after the event. The fee is levied in order to cover the costs of staff who are legally required to stay.

## Fees

Term time fees are payable monthly in advance. Holiday fees are payable 4 weeks in advance. No refund will be given for cancellations.

Fees are payable in accordance with your child's registration details and no refunds will be given if your child is absent due to illness, holidays or if the facility is closed due to adverse weather conditions.

We reserve the right to change our tariffs at any time and to withdraw any special rate or promotion.

## Core Hours

There is a minimum of 2.5 hours per day during term time and 8 hours per day during school holidays.

## Change of Sessions

Verandah is entitled to change the sessions offered to the Child on giving one month's notice to the Customer. Should the Customer find the changes unacceptable they shall be entitled to remove the Child from Verandah with immediate effect.

If the Customer wishes to change the sessions the Child is registered for they must notify Verandah at least one month before such changes are required and any changes are subject to the agreement of Verandah.

## Termination

The Customer may terminate this Agreement by giving 1 months notice in writing of the intention to withdraw the Child from Verandah.

Verandah may terminate this Agreement by giving 1 months notice in writing of the intention to cease to provide the Services to the Customer.

Verandah may terminate this Agreement with immediate effect if the Customer or Child demonstrates any physical or verbal abuse towards staff or other children.

Verandah reserves the right at its absolute discretion to refuse admission to the facility at any time without giving a reason.

## Changes to Terms & Conditions

Verandah reserves the right to change or update the Terms and Conditions from time to time without prior notice. The current version of the Terms and Conditions will be displayed at [www.verandahkids.com](http://www.verandahkids.com) and shall be effective immediately.

All customers will be notified of any changes in writing.

