

St Albans Language Club  
Teaching under licence from La Jolie Ronde Ltd.  
Tel. number 07528786864  
Email address [stalbanlanguageclub@gmail.com](mailto:stalbanlanguageclub@gmail.com)



## **Booking form**

To book your child's place, please complete and return this form via email [stalbanlanguageclub@gmail.com](mailto:stalbanlanguageclub@gmail.com) Confirmation of your booking will be sent to you by email. If you have any queries, please don't hesitate to contact me. We will start French Club week beginning 09.09.19 and finish 09.12.19 which will make this a 13 week term. The term fee is £65 and includes for your child's book and APP access code.

**Child's Name:**

**Date of Birth:**

**Parent(s)/Guardian(s) Name:**

**Telephone no.:**

**Emergency contact number:**

**Email address (essential for confirmation):**

**Home Address:**

### **Health Conditions & Allergies**

Please write any health conditions or allergies your child has below. If they have none, please write "NONE KNOWN" below.

Does your child have any special educational needs or disabilities which may affect their learning? **YES / NO**

*(If yes, I will email additional information for you in order to maximise your child's learning experience. We do not discriminate on any grounds when accepting children into language classes).*

**Please tick to confirm:**

- My child does not have any food allergies and I give permission for him/her to be given any food you deem suitable.
- I give permission for my child's photograph to be used on Social Media.
- I give permission for my child's photograph to be used for promotional purposes.
- I give permission for the tutor to seek medical advice or provide treatment in an emergency
- I have read and understood the terms and conditions given to me and agree to comply with them fully.
- I agree for my email address to be used to inform me of other classes and services. I understand that I will be able to unsubscribe at any time. *(Your email address will not be passed to any third parties)*
- I have paid online/have attached exact cash or cheque for the course fee of £65 (details below.)

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**Signature:**

**Date:**

### **Privacy policy**

All the personal information collected on this booking form is requested to operate the agreement between you and us. It will not be passed on to any third party and will be deleted when your child is no longer attending our classes.

### **IMPORTANT DOCUMENT - PARENTS PLEASE KEEP THIS SAFE4**

All customers are expected to abide by the terms and conditions. In the unlikely event of failing to do so, a customer may be requested to discontinue classes and a refund will not be eligible in these circumstances.

### **General Terms & Conditions**

- Customers should aim to be on time for the start of class to ensure your child doesn't miss anything and be prompt for collection at the time the class finishes.
- We recommend your child uses the toilet before every class, as to not interrupt their learning whilst in class.
- Children are expected to behave in a civilised manner towards everyone and foul language is not accepted at any time.
- Should your child suffer from a medical condition, health issues and/or allergies please inform us in writing.
- During bad weather you are advised to contact the tutor before setting out to check whether the classes are running.
- Should you decide to withdraw your child from classes we request *half a term's notice in writing*.
- The tutor is only responsible for children within the classroom during scheduled class hours.
- The tutor reserves the right to remove your child. We will notify you should this problem arise and removal of your child will only take place as a last resort after all other avenues of help & support have been given.

### **Payment**

- Payment for classes must be made in advance of classes starting and all payments are non-refundable and subject to revision from time to time.
- Children's activity books and audio materials are an integral part of the course and will be given at the time of enrolment. All misplaced books must be replaced at a fee of £7.75.

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- To secure a place at the language club for your child next term, please transfer Andi Yoxall, Barclays Bank **ACCT # 33402762 SORT CODE 20-74-12 Reference, y** you have any questions, please contact Andi at [stalbanlanguageclub@gmail.com](mailto:stalbanlanguageclub@gmail.com).