



Booking form

To make a booking, please complete the form below and fax, email or post it to us at:

Daycare Trust, 21 St George's Road, London SE1 6ES. Fax: 020 7840 3355. Email: training@daycaretrust.org.uk

Course details

Course title _____

Date _____

Location _____

Fee _____ VAT _____

Daycare Trust VAT No: 830 9847 06.

Total _____

(please tick appropriate box below)

Cheque enclosed Payment by BACS

Invoice for payment quoting purchase order No:

Tick here if you are a member

Membership number: _____

Participant details

Title _____ Forename _____

Surname _____

Organisation _____

Position _____

Phone _____

Fax _____

Email _____

Address _____

_____ Postcode _____

Special requirements

Invoicing details (if appropriate and different from opposite)

Title _____ Forename _____

Surname _____

Organisation _____

Position _____

Phone _____

Fax _____

Email _____

Address _____

_____ Postcode _____

How did you find out about Daycare Trust training?

Information received in the post

Nursery World

Information received by email

Daycare Trust website

Children Now

Other (please detail)

Have you been on a Daycare Trust course before?

Yes No

From time to time Daycare Trust may use the details provided on your booking to send you information about future courses and other Daycare Trust events. If you do not wish to receive this, please tick the box:

Terms and Conditions

Payment: Payment must be received in full no later than two weeks prior to the course delivery date. If you are booking for several courses, payment must be received before the date of the first course. You may send a cheque payable to Daycare Trust with your booking form or pay by BACS. We will send you a VAT invoice on receipt of your booking form. All fees stated are subject to VAT. Fees include refreshments and course materials. Travel and accommodation are not included.

Confirmation of Booking: We will send you a confirmation letter on receipt of your booking form. Please contact our Training Administrator if you have not received confirmation within two weeks.

Registration Details: Approximately two weeks before the course delivery date, we will send out registration details. If you have not received these five days before the course, please telephone our Training Administrator.

Cancellations: Cancellations must be received in writing or by email to training@daycaretrust.org.uk. Cancellation charges will be made to cover both Daycare Trust's own administrative costs and our contractual commitments to our expert Trainers.

The following cancellation charges will apply:

1. For cancellations five weeks or more before the course delivery date, a £50 administration fee will be charged.

2. For cancellations fewer than five weeks but more than two weeks before the course delivery date, half the course fee will be charged.
3. For cancellations fewer than two weeks before the course delivery date, the full course fee will be charged.

If you have already paid for the course, we will refund any payment due to you.

Occasionally we may have to cancel a course or date. If this happens, we will inform you immediately. If you cannot then attend the new date, we will offer you an alternative date, a credit note or refund. In such circumstances, Daycare Trust's liability shall be limited to a refund of any fees paid to us. Daycare Trust is not liable for any consequential loss.

We are happy to accommodate transfers to a different day or course up to two weeks before a course is delivered. We can only arrange a transfer once per booking. If a booking is cancelled after transferring, the full course fee will be charged.

Special requirements: If you have any individual requirements please contact our Training Administrator and we will make every effort to accommodate them.

Membership: You can support the National Childcare Campaign and receive discounted training rates by becoming a member of Daycare Trust. For information on membership packages visit www.daycaretrust.org.uk.

About Daycare Trust

Daycare Trust is the national childcare charity, campaigning for quality accessible, affordable childcare for all and raising the voices of children, parents and carers.

We lead the national childcare campaign by producing high quality research, developing credible policy recommendations through publications and the media and by working with others. Our advice and information on childcare issues assists parents and carers, providers, employers, trade unions and policymakers.

Daycare Trust offers a range of services, including consultancy services, publications, membership and our childcare information line which provides free information for parents and carers. To find out further details of our services please visit our website www.daycaretrust.org.uk or call us on 0207 840 3350

Daycare Trust
21 St George's Road
London SE1 6ES

Email: info@daycaretrust.org.uk

Information line 0207 840 3350 (Monday, Tuesday, Thursday, Friday 10am – 1pm and 2pm – 5pm and Wednesday 2pm – 5pm)

www.daycaretrust.org.uk

www.payingforchildcare.org.uk

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