



# Blue Room Booking Request (children aged 2 to 3 years)

## Weekdays

Name of Child:

Centre:

Type of Booking:  **one**

regular and ongoing

variable, paying a retainer to maintain my place

variable, on a first come, first served basis

### Opening Hours

Woodside, Mosstowie: 7am to 7pm, Monday to Saturday\*

Cherry Tree, Dr Gray's Hospital: 7am to 8pm, Monday to Sunday\*

\* please use the Weekend Booking Form for Saturdays and Sundays

Dates: From Date: / / 20

To Date: Until further notice\* / / 20

\*Please delete to show when this booking stops

if applicable  My child attends for more than 30 hours a week throughout the year. I would like to claim a 5% discount.

Session	Early (✓ <b>ONE</b> to show start time if required)				Morning (✓ <b>ONE</b> if req'd)		✓ if req'd	Afternoon (✓ <b>ONE</b> if req'd)		Late (✓ <b>ONE</b> to show pickup time if required) Please note that Woodside, Mosstowie closes at 7.00pm								
	7.00am	7.30am	8.00am	8.30am	9.00am to 12.30pm including lunch			12.00 to 12.30pm including lunch	12.30pm to 1.00pm		1.00pm to 4.30pm including tea		5.00pm	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm
Price	£8.00	£6.00	£4.00	£2.00	£11.95		£4.00	£2.00		£11.95		£2.00	£4.00	£6.00	£8.00	£10.00	£12.00	£14.00
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		

Use this block for a second week if required:

Session	Early (✓ <b>ONE</b> to show start time if required)				Morning (✓ <b>ONE</b> if req'd)		✓ if req'd	Afternoon (✓ <b>ONE</b> if req'd)		Late (✓ <b>ONE</b> to show pickup time if required) Please note that Woodside, Mosstowie closes at 7.00pm								
	7.00am	7.30am	8.00am	8.30am	9.00am to 12.30pm including lunch			12.00 to 12.30pm including lunch	12.30pm to 1.00pm		1.00pm to 4.30pm including tea		5.00pm	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm
Price	£8.00	£6.00	£4.00	£2.00	£11.95		£4.00	£2.00		£11.95		£2.00	£4.00	£6.00	£8.00	£10.00	£12.00	£14.00
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		

### What's included in the price:

- ✓ Structured play and learning sessions based on Birth to Three Syllabus
- ✓ Celebration for each child's birthday
- ✓ Freshly prepared healthy two-course lunch and tea (catering for all diets)
- ✓ Healthy morning and afternoon snacks
- ✓ Extra snacks for early and late sessions
- ✓ Physical activities programme
- ✓ Language development and multi-cultural development programme
- ✓ End of term parties (if child is booked into session)
- ✓ Christmas party and gift delivered by Santa (if child is booked into session)
- ✓ Themed days such as Chinese New Year and Robbie Burns Day
- ✓ Full Guide for Parents
- ✓ Disposable gloves and aprons used for each nappy change
- ✓ Purpose designed toilet training facilities
- ✓ Toilet training in partnership with parents
- ✓ Branded sterilising materials used for feeding equipment
- ✓ Fresh bedding provided for each sleep
- ✓ Links and visits to local services - fire, police, RAF, post office etc
- ✓ IT development programme and use of IT Suite with special baby mice
- ✓ All ingredients for cooking and baking activities
- ✓ All craft materials and use of aprons
- ✓ All plants and seeds
- ✓ Quality antibacterial handwash, soaps and cleaning materials
- ✓ Regular parent newsletters, parents' evenings and social events

Date of request: / / 20

Print Name:

**I have read and understood the Terms and Conditions overleaf and I understand that they will be deemed incorporated in and form part of this booking.**

Signature:

Thank you for your request. We will contact you if we are unable to meet all your requirements. Please note that we are unable to confirm your booking until we have received your signed Childcare Agreement.

## Terms and Conditions: Blue Room Booking Request (children aged 2 to 3 years)

The booking you make will be subject to and upon these Terms and Conditions, which will be deemed incorporated in and form part of the contract.

**These Terms and Conditions apply to this booking form only.** If you are making bookings for more than one child, please read the Terms and Conditions on the relevant form.

### How to Complete the Form

Tick the boxes to show the care you need - the example shows a booking from **7.30am to 5.30pm**.

Session	Early (✓ <b>ONE</b> to show start time if required)				Morning (✓ <b>ONE</b> if req'd)		✓ if req'd	Afternoon (✓ <b>ONE</b> if req'd)		Late (✓ <b>ONE</b> to show pickup time if required) Please note that Woodside, Mosstowie closes at 7.00pm					
	7.00am	7.30am	8.00am	8.30am	9.00am to 12.30pm including lunch	12.00 to 12.30pm including lunch		12.30pm to 1.00pm	1.00pm to 4.30pm including tea	5.00pm	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm
Times															
Price	£8.00	£6.00	£4.00	£2.00	£11.95	£4.00	£2.00	£11.95	£2.00	£4.00	£6.00	£8.00	£10.00	£12.00	£14.00
Monday		✓			✓		✓	✓		✓					

### Working out the Fee

Add the prices from the columns you've ticked - in the example above, the fee for the day would be £6.00 + £11.95 + £2.00 + £11.95 + £4.00 = £35.90

A 5% discount is available if your child regularly has more than 30 hours of care each week.

Tick the box overleaf to claim your discount.

### Meals and Snacks

Meals are included in the sessions stated at no extra cost.

Lunch is served at 12.00pm. Children attending from 12.30pm will not be given lunch.

Morning and afternoon sessions include healthy snacks at no extra cost.

### Regular and Ongoing Bookings

You must give us one month's notice of any changes you wish to make.

### Variable Bookings

In order to maintain your child's place, you must give us your booking request for the month ahead by 18th of the preceding month.

If you don't give us your booking request by 18th of the preceding month, your place may be reallocated without penalty to Ark Childcare Ltd.

The holiday allowance is 2 free weeks per year pro rata. For example, if your child attends an average of 3 days a week, you will be allowed 6 days holiday per year.

If you maintain your child's place throughout the year, you are entitled to the holiday allowance detailed below.

### Holidays

The price remains the same all year round - there is no holiday club for this age group.

A holiday allowance applies to year round attendees, or those maintaining their place by payment of a retainer, who have been with us for more than 3 months.

The holiday allowance is 2 free weeks per year pro rata. For example, if your child attends an average of 3 days a week, you will be allowed 6 days holiday per year.

We assume that you wish to use part of your holiday allowance to cover 25/26 December and 1/2 January when these fall on weekdays, unless you tell us otherwise.

Holiday allowance periods must be notified to us at least 4 weeks in advance.

### Other Absences

Once your booking has been made, all absences for any reason are charged at the normal rate (except when you are eligible for the holiday allowance).

### Bookings

Variable bookings are dealt with on a first come, first served basis with those paying a retainer getting priority.

Variable bookings for the month ahead should be with us by the 15th of the preceding month, and no later than 18th.

We cannot confirm variable bookings for those not paying a retainer until after 18th of the preceding month.

Children must attend for at least 2 sessions on different days of the week on a regular basis in order to provide them with continuity of care.

Once you have made this booking, you will be charged for it unless you give us one month's notice of cancellation.

You cannot swap sessions once booked unless they are over a month away.

You can add extra hours to this booking at a later date if places are available. These sessions will be billed on the next available invoice.

Fees remain payable for all periods of absence including sickness and holidays (unless you are eligible for the holiday allowance).

You are obliged to give us one month's notice of termination of our Childcare Agreement.

We will charge you for all booked days within the month's notice period.

We allow you a certain amount of leeway when you pick up your child, but you may incur a £10 late pickup charge if you do not notify us and you are excessively late.

Morning children who extend their hours past 1.00pm either by booking or late pickup will be charged the full afternoon session rate.

We do not pick up children in this age group from other nurseries unless there are exceptional circumstances.

### Invoicing

We will invoice you a month in advance and we expect payment on the first of each month.

If we are invoicing you in arrears for sessions you have already used because you have not given us your bookings for the month ahead, payment for those sessions is due immediately.

If we send you an invoice after the start of the month, it is due immediately.

If your booking is not a regular one, items will appear as "Extra Sessions".

If you have added to a previous booking, this will also appear as "Extra Sessions" and you may have more than one item for each day.

You should notify us of any error we have made as soon as possible. We will put things right as soon as we can.

If you would like us to send you invoices by email rather than in the post, please ask for a form.

### Payment

Although we generate invoices once per month, you can pay for your childcare as you book it if you wish.

All the payments you make to your account will be shown on your next invoice and your bill will be reduced accordingly.

You can pay by cheque, cash, credit/debit card or internet payment. Our account details are:

Account Name: Ark Childcare Ltd

Sort Code: 82-63-07

Account No: 90224633

Reference: Please use the account number on your invoice eg BLOGS001

Please make your payment in the office. Please do not leave payments in your child's bags as these frequently go astray.

We are not obliged to admit children whose parents have failed to pay their bill on time under the terms of our Childcare Agreement.

Late payers will be charged a 2% administration fee if their bill remains unpaid on the 14th of the month and your place may be reallocated.