



Yellow Room Ante-Pre-School Booking Request (children aged 3 to 4)

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

see overleaf for more information about types of booking

Dates: From Date: / / 20

To Date: Until further notice* / / 20

*Please delete to show when this booking stops

Attendance Type: **one**

all year round

funded days only

funded days and in-service days only

Please note that term-only attendance is only available at Woodside, Mosstowie

see overleaf for more information about attendance types

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 (✓ ONE to show start time if required)				Morning (✓ ONE if req'd)			✓ if req'd	Afternoon (✓ ONE if req'd)		Late (✓ ONE 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	9.00am to 11.30am funded session only (lunch not included*)	12.00 to 12.30pm including lunch		12.30pm to 1.00pm	1.00pm to 4.30pm including tea	1.00pm to 3.30pm funded session only (tea not included*)	5.00pm	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm
Price	£8.00	£6.00	£4.00	£2.00	£11.95 (£6.00 if funded)	snack: 50p	£4.00	£2.00	£11.95 (£6.00 if funded)	snack: 50p	£2.00	£4.00	£6.00	£8.00	£10.00	£12.00	£14.00
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	

*if you have a funded place and you would like to pay for your child to have a meal, tick the left-hand column

Use this block for a second week if required:

Session	Early (✓ ONE to show start time if required)				Morning (✓ ONE if req'd)			✓ if req'd	Afternoon (✓ ONE if req'd)		Late (✓ ONE 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	9.00am to 11.30am funded session only (lunch not included*)	12.00 to 12.30pm including lunch		12.30pm to 1.00pm	1.00pm to 4.30pm including tea	1.00pm to 3.30pm funded session only (tea not included*)	5.00pm	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm
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Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	

*if you have a funded place and you would like to pay for your child to have a meal, tick the left-hand column

What's included in the price:

- ✓ Full delivery of Curriculum 3-5 during term time
- ✓ Structured play and learning outwith nursery education sessions
- ✓ Celebration for each child's birthday
- ✓ Healthy weaning plan
- ✓ 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
- ✓ Links and visits to local services - fire, police, RAF, post office etc
- ✓ IT development programme and use of IT Suite
- ✓ 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: Yellow Room Ante-Pre-School Booking Request (children aged 3 to 4)

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, incorporating a funded session in the morning.

Session	Early (✓ ONE to show start time if required)				Morning (✓ ONE if req'd)			✓ if req'd	Afternoon (✓ ONE if req'd)		Late (✓ ONE 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	9.00am to 11.30am funded session only (lunch not included*)	12.00 to 12.30pm including lunch		12.30pm to 1.00pm	1.00pm to 4.30pm including tea	1.00pm to 3.30pm funded session only (tea not included*)	5.00pm	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm
Times																	
Price	£8.00	£6.00	£4.00	£2.00	£11.95 (£6.00 if funded)	snack: 50p	£4.00	£2.00	£11.95 (£6.00 if funded)	snack: 50p	£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 + £6.00 (funded education session) + £2.00 + £11.95 (not funded) + £4.00 = £29.95

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.

Children leaving at the end of a funded session will be charged for snack.

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

Full morning and afternoon sessions include healthy snacks at no extra cost.

Funded sessions do not include meals and snacks are charged for.

Funded Places

Funded sessions are only available to eligible children whose parents have completed the Council application procedure.

Funding is provided by the Council for the funded days detailed below only. **In-service days are not funded.**

You can top up funded sessions so as to achieve the childcare you need at your own cost.

Funded sessions do not include meals and there is no government funding for snacks.

Funded Days 2008/2009:

Autumn Tuesday 19 August - Friday 10 October 2008.

Winter Monday 27 October - Friday 19 December 2008, **excluding** in-service days on Monday/Tuesday 17/18 November.

Spring Monday 5 January - Friday 27 March 2009, **excluding** Mid Term holiday on Friday 13⁽¹⁾ and Monday 16 February 2009.

Summer Monday 13 April - Thursday 2 July 2009, **excluding** May Day Monday holiday on 4 May and in-service days on Thursday/Friday 21/22 May.

Regular and Ongoing Bookings

You must give us one month's notice of any changes you wish to make to a regular and ongoing booking.

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 fail to give us your booking request by 18th of the preceding month, your place may be reallocated without penalty to Ark Childcare Ltd.

If you wish to maintain your child's place throughout the year, you must pay a retainer for the weeks when you do not require care. This will be calculated as the average of your last 12 week's fees.

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

Attendance Tyoes

Term-only attendance types (funded days only and funded days and in-service days only) are only available at Woodside, Mosstowie.

The holiday allowance is not available for children attending funded days or funded days and in-service days only.

Children attending our Cherry Tree centre are automatically on year-round attendance.

Holidays

There is no holiday club for this age group. Full fees are payable on days that are not funded. An activities programme is organised for days where no formal nursery education occurs.

The holiday allowance is not available for children attending funded days or funded days and in-service days only.

The holiday allowance applies to regular year round attendees 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.

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, but 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.

Funded sessions appear on invoices initially at the full charge rate. A "Grant Funding" item shows how the fee is reduced. The total invoice amount will take this into account.

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.