



Kids' Club Booking Request (children attending local schools)

Weekdays

Name of Child:

Centre:

Type of Booking: **regular and ongoing**
 variable, paying a retainer to maintain my place
 variable, on a first come, first served basis

see overleaf for more information about types of booking

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 / /20

To **Until further notice***
Date*: / /20

**Please delete to show when this booking stops*

Attendance Type: **all year round**
 school days only
 school days and in-service days only

see overleaf for more information about attendance types

School Days (see overleaf for school term dates):

Session	Breakfast Club including school drop off* (<input checked="" type="checkbox"/> one to show start time if required)		
Times	7.00am	7.30am	8.00am
Price	£7.50		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

** we cannot accept children for the school run if they arrive after 8.30am*

Afterschool Club including school pick up (<input checked="" type="checkbox"/> if required)	Late (<input checked="" type="checkbox"/> one to show pickup time if required) Please note that Woodside, Mosstowie closes at 7.00pm						
	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm	8.00pm	
school finish until 5.00pm including tea							
Price	£8.00	£2.00	£4.00	£6.00	£8.00	£10.00	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Holiday Weeks and In-Service Days (see overleaf for school term dates):

Session	Early (<input checked="" type="checkbox"/> one to show start time if required)		Holiday Club Morning (<input checked="" type="checkbox"/> if required)	Holiday Club Afternoon (<input checked="" type="checkbox"/> if required)	Late (<input checked="" type="checkbox"/> one to show pickup time if required) Please note that Woodside, Mosstowie closes at 7.00pm						
	7.00am	7.30am			8.00am to 12.30pm including lunch*	12.30pm to 5.00pm including tea*	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm
Times	7.00am	7.30am	8.00am to 12.30pm including lunch*	12.30pm to 5.00pm including tea*	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm	8.00pm	
Price	£4.00	£2.00	£12.00	£12.00	£2.00	£4.00	£6.00	£8.00	£10.00	£12.00	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											

** we cannot transport children to outside activities if they arrive late for the session - please read our activities programme carefully to avoid disappointment*

What's included in the price:

- ✓ Wrap-around service for all your children in one location
- ✓ School drop offs and pickups in Ark's fully insured and registered vehicles
- ✓ Structured activities during school term time
- ✓ Supervised homework preparation if requested by parents
- ✓ Full exciting activities programme during the holidays
- ✓ Seamless childcare arrangements throughout the year
- ✓ 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
- ✓ Links and visits to local services - fire, police, RAF, post office etc
- ✓ Use of IT Suite with appropriate internet safeguards
- ✓ 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: Kids' Club Booking Request (children attending local schools)

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	Breakfast Club including school drop off* (✓ one to show start time if required)		
Times	7.00am	7.30am	8.00am
Price	£7.50		
Monday		✓	

Afterschool Club including school pick up (✓ if required)	Late (✓ one to show pickup time if required) Please note that Woodside, Mosstowie closes at 7.00pm					
	5.30pm	6.00pm	6.30pm	7.00pm	7.30pm	8.00pm
school finish until 5.00pm including tea						
£8.00	£2.00	£4.00	£6.00	£8.00	£10.00	£12.00
✓	✓					

Working out the Fee

Children do not qualify for these rates until their **first day at school**.

Add the prices from the columns you've ticked - in the example above, the fee for the day would be £7.50 + £8.00 + £2.00 = £17.50

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.

School Term Dates 2007/2008:

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(!) 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 don't 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.

Attendance Tyoes

Please indicate which days you wish your child to attend.

There is no holiday allowance for this age group.

Holidays

There is no holiday allowance for this age group.

The Holiday Club operates on all school holidays and in-service days providing you with a seamless childcare arrangement throughout the year.

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.

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 for whatever reason once the session is booked.

You need 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 12.30pm 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.

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.

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.