

# Kids' Club Booking Request (children attending local schools)

## 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\*

\* please use the Weekend Booking Form for Saturdays

see overleaf for more information about types of booking

Dates:

From

Date: / / 20

To

Until further notice\*

Date\*: / / 20

\*Please delete to show when this booking stops

Attendance Type:

**one**

**all year round**

**school 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"/> <b>one</b> to show start time if required)		
Times	7.00am	7.30am	8.00am
Price	£8.50		
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"/> <b>one</b> to show pickup time if required)			
school finish until 5.00pm including tea	5.30pm	6.00pm	6.30pm	7.00pm
£9.00	£2.25	£4.50	£6.75	£9.00

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

Session	Early ( <input checked="" type="checkbox"/> <b>one</b> to show start time if required)			Holiday Club ( <input checked="" type="checkbox"/> <b>ONE</b> only)						Late ( <input checked="" type="checkbox"/> <b>one</b> to show pickup time if required)				
Times	7.00am	7.30am	8.00am	8.30am - 12.30pm inc lunch	8.30am - 1.00pm inc lunch	8.30am - 2.00pm inc lunch	8.30am - 5.00pm inc lunch & tea	12.00pm - 5.00pm inc lunch & tea	12.30pm - 5.00pm inc tea (NO lunch)	1.00pm - 5.00pm inc tea (NO lunch)	5.30pm	6.00pm	6.30pm	7.00pm
Price	£6.75	£4.50	£2.25	£11.00	£13.25	£17.75	£24.25	£17.75	£13.25	£11.00	£2.25	£4.50	£6.75	£9.00
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
- ✓ 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  /  / 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	<b>Breakfast Club</b> including school drop off* (✓ <b>one</b> to show start time if required)		
Times	7.00am	7.30am	8.00am
Price	£8.50		
Monday		✓	

<b>Afterschool Club</b> including school pick up (✓ if required)	Late (✓ <b>one</b> to show pickup time if required)			
school finish until 5.00pm including tea	5.30pm	6.00pm	6.30pm	7.00pm
£9.00	£2.25	£4.50	£6.75	£9.00
✓	✓			

### 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 £8.50 + £9.00 + £2.25 = £19.75

### 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 holiday club sessions include healthy snacks at no extra cost.

### Attendance Tyoes

Please indicate which days you wish your child to attend.

There is no "holiday allowance" for this age group. The holiday session times run all all days that are not school days.

### 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, unless they are outside the notice period.

### Bookings

You must only give us **2 days' notice** of any changes you wish to make.

Bookings are dealt with on a first come, first served basis.

Once you have made this booking, you will be charged for it unless you give us 2 days' notice of cancellation.

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.

We schedule our staff based on your booking. If you leave your child early or pick them up late, you will incur a £10 penalty charge in addition to the extra period fees.

Morning children who extend their hours past 12.30pm either by booking or late pickup will be charged the next available session rate.

### Invoicing

We will usually invoice you a month in advance.

All bookings, billed time, attendance and fees are fully itemised on a full invoice.

Each invoice shows a due date. Please make sure you pay the amount due by the date shown.

We can provide fully itemised invoices or summaries, and we can send your invoices by email. Please tell the office which you would prefer.

If we have not received payment by the 7th day after the due date, we may ask you to withdraw your child until your account is settled.

Late payers will be charged a 2% administration fee if their bill remains unpaid on the 14th day and your child's place is likely to be reallocated.

### Payment

Although we usually 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 account summary.

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 do not give change for cash payments. The full amount of the cash payment will be credited to your account.

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