

Exwick Ark Main office: Tel. 01392 425551 or
The Ark: Tel. 07510 661214 or 01392 757371
admin@exwickark.co.uk
www.exwickark.co.uk



Contract between the Exwick Ark Ltd and

..... (name of parent/carer)

Name of Child:.....

Date of Birth:.....

Payments.

I agree to pay the Exwick Ark Ltd any monies due for sessions and activities booked for my child over and above any hours funded by Early Years Entitlement fund (where applicable). I realise that I will receive an invoice for any booked sessions. This invoice is to be paid within 1 month of the date on the invoice. I have read and understand the fees policies for the Ark at Steiner Academy Exeter (please ask if you have not seen a copy of this). If I do not pay the fees due I will forfeit my child's place at the Ark.

The Exwick Ark Ltd may use a debt collection agency or the Small Claims Court to claim any late payments. I realise that if this is the case this may have a negative effect on my Credit Rating and may make it hard for me to apply for bank loans and other finance.

Methods of payment accepted:

Standing Order direct to The Exwick Ark Ltd bank account (on invoice)

Cash

Cheque

Childcare vouchers (via employer, tax free deduction from wages)

Grants (by agreement with The Exwick Ark)

Cancellations, bookings and changes to bookings

I will give 25 (of the Ark 's) working days notice of my child leaving the Ark. I will pay any monies due up till the leaving date or up until the end of 25 workings days notice is complete if this is after the child leaves.

I will give written notice of changes in sessions required for my child and acknowledge that if I do not give 25 working days notice that I may continue to be

charged at the previous rate until those 25 days are ended. Forms are available for advising of changes.

Attendance

A register will be kept of a child's attendance at The Ark. 1 off sessions attended in addition to those regularly booked will be marked on the register and included on the next invoice. I agree to pay for these extra sessions.

Late collection of a child

If my child is not collected on time I agree to a standard charge of £10 for the first 1-15mins and an additional charge of £10 for each additional 1-15 minutes. This is to pay additional staff payments whilst they wait with my child. I will phone The Ark to inform them if I am going to be late collecting my child and to give an estimated time of arrival. Full details can be found in the Ark Late Collection Policy.

Holidays

If I give 25 working days notice of a family holiday I will not be charged for the sessions missed and my child's place will be held open for them. If I do not give this notice I will continue to be charged for the sessions booked.

Sickness and medication

If my child is not able to attend a booked session due to illness I will still be charged for the session unless I have given 25 days notice of a planned absence.

If my child is using long term medication I will inform the staff at The Ark and fill in an Administration Of Long Term Medication Form. If my child has a short term medication to take I shall try to time the medication so that the child does not need to bring it with them. If they do need to bring it to the Ark I will complete and sign an Administration of Short term Medication form (available on the website and from the Ark) on each day the medication needs to be taken. I understand The Ark is not able to administer medicine without this signed form.

If my child has an infectious disease they will not be able to attend the Ark. The setting has a book with guidance on infectious diseases; please phone if in doubt.

If my child has had vomiting or diarrhoea they will not return to the Ark until they have had 48 hours (two days) without vomiting or diarrhoea. This two day period is recommended by the Health Protection Agency as viruses such as Norovirus can remain active for 48 hours after someone has stopped vomiting or having diarrhoea.

Ofsted registration EY491187

*The Exwick Ark Ltd (Company number 7321758)
trading as The Ark at Steiner Academy Exeter*

Bookings

Bookings are to be made in advance where at all possible. The Ark will endeavour to meet the demand for places up to its registered limit and will provide the appropriate number of staff. If making or amending a booking, confirmation will be given to parents/carers. If no confirmation has been given the place is not guaranteed. A booking form is available at the Ark for making one off or permanent changes.

Casual vacancies

Children can be booked in for occasional sessions if there is space. The child does not need to be attending regularly for this service.

Waiting list.

If the The Ark is oversubscribed we will give priority of places according to the following criteria:

1. Existing children wanting to increase sessions.
2. Children of Exwick Ark Staff.
3. Children attending Steiner Academy Exeter
4. Siblings of children already attending.
5. Referrals by external agencies.
6. Children living in Cowley.
7. Any other child.

Appropriate behaviour

Children are encouraged to treat others with respect so that everyone can enjoy their time at The Ark. Our behaviour management policy describes how we deal with inappropriate behaviour. As a last resort, when a child's behaviour is affecting the well being of other children in the club, we reserve the right to exclude them from the club. In this situation you will be refunded for any sessions not already taken.

Taking and recording contact details

To register a child for the Ark a registration form needs to be completed and signed and dated by a parent/ guardian. A child cannot attend the Ark until this form has been completed and checked by the Ark. The form will ask for information that is required to help the Ark keep a child safe and to help communicate effectively with the child's family. Information on the registration form is kept on a Password protected computer programme. The Exwick Ark Ltd

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is registered with the Information Commissioner (Data Protection) and agrees to abide by government set guidelines (see the Ark policy on Data Protection).

As parent / guardian of the above named child I have read and agree to the above statements. I wish my child to attend the Ark. I will inform the Ark of any changes to the details recorded on the registration form.

.....
parent /carer's signature

.....
Manager's signature

Date.....