

Contractual Agreement

BEE Creative is registered with Ofsted as a Day Care provision and is owned and managed by the Yorkshire Academy of Creative Arts & Dance.

PARENT CONTRACT

This formal contractual agreement acts as a bind between the 'Yorkshire Academy of Creative Arts & Dance' (referred to as YACAD) and the parent(s) or legal guardian, referred to as the parent of a child (or children) that is/are enrolled on the 'BEE Creative' programme. The contract will outline the obligations and commitment, of both the 'Yorkshire Academy of Creative Arts & Dance' and the Parent(s)/Guardian(s).

The Contract:

- a) The minimum contract period is for 3 months from the start date stated below and will continue until notice of cancellation has been given in writing.
- b) 1 calendar month cancelation notice required.
- c) Increasing your booking is subject to availability.

HOURS OF OPERATION

Monday to Friday 15:00 to 18:00. Late collection of more than 10 minutes will be charged at £10 per child. We will be closed on all Statutory School Holidays and you will not be charged for these days.

MONTHLY FEES

Monthly fees are to be paid on the 25th of each month, you will be required to pay a month's fees in advance. 'BEE Creative' reserves the right to increase at any time giving one calendar months' notice of any proposed increase to parent(s) / guardian(s). Monthly fees will include any sick days and holidays your child takes within the stipulated times of your Contractual Agreement. Any statutory school holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. We do not allow the swapping of days unless it is permanent, cases of emergency or under special circumstances.

GOVERNMENT FUNDING

It is the responsibility of the Parent(s)/Guardian(s) to apply for Government Funding. Any fees not covered by Government Funding are the parent(s)/Guardian(s) responsibility and are payable on the 25th of each month in advance.

PAYMENT POLICY

Parent(s)/Guardian(s) agree that all monthly fees (full time and part time attendance) will be paid on the 25th of each month in advance. Additional sessions will be invoiced at the end of the each month and will be due for payment immediately. Unpaid fees are subject to a £20 late payment fee if fees are not received by the 5th day of the following month. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate of £10.

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Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.)

Payment can be made by Bank Transfer/Standing Order, Cash or Card.
Bank details are as follows:

Trading Name: 'the Yorkshire Academy of Creative Arts & Dance'
Sort Code: 09-01-28 Account Number: 70310905
Please use your child's name as a reference.

Please note: Parent(s)/ Guardian(s) are liable for covering any fees that are incurred by any external agencies due to the non- payment of outstanding debts of the Contractual Agreement.

ILLNESS POLICY

Please advise a member of the 'Yorkshire Academy of Creative Arts & Dance' team before 14:00 if your child/children will not be attending due to illness. Parents agree that their child or children who are ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parent(s)/Guardian(s) further agree that should their child become ill while in our care, immediate arrangements will be made to remove the child from 'BEE Creative' Children will not be allowed to return to programme until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary.

LATE ARRIVAL/PICKUP POLICY

Please advise a member of the 'Yorkshire Academy of Creative Arts & Dance' team immediately if you will be arriving later than the pre-arranged time to pick up your child/children. It is the parent(s)/Guardian(s) responsibility to ensure that your child/children are picked up no later than 18:00. If you are not able to pick up your child/children by 18:00 alternate arrangements must be made. Please notify a member of the 'Yorkshire Academy of Creative Arts & Dance' team if an unauthorised person will be picking up your child/children. Verbal or written permission must be received before we will release your child/children to anyone not authorised. Young people under the age of 14 will not be permitted to collect your child/children.

TERMINATION

The 'Yorkshire Academy of Creative Arts & Dance' reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children. This contract is an ongoing rolling contract, the named person below is responsible for giving The Yorkshire Academy of Creative Arts & Dance 1 calendar month cancellation notice in writing after the minimum 3 month period. The named person will be liable to pay any fees up to the date of cancellation.

HEALTH & SAFETY

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A full Health & Safety Policy is available upon request. If the provision has to be closed due to any Health & Safety issues fees will still need to be paid during this period.

REGISTRATION

A non-refundable registration fee of £10 (per child) is required upon completion of registration to secure your child's membership. This will give you access to any provision within the 'Yorkshire Academy of Creative Arts & Dance'. The registration fee is non-refundable. Spaces will not be held within the BEE Creative Programme unless the registration and payment of the 1st months fees are paid in full.

BEHAVIOUR MANAGEMENT

If a child's behaviour is seen to endanger others and all routes according to our Behaviour policy have been followed, the 'Yorkshire Academy of Creative Arts & Dance' will take advice from the local authority and arrange a meeting with the parent(s)/Guardian(s) to discuss the options available. In extreme circumstances the 'Yorkshire Academy of Creative Arts & Dance' reserves the right to terminate the parent(s)/Guardian(s) contract and will no longer provide care for that child.

SAFEGUARDING

A Full Safeguarding Policy is available upon request. All members of the 'Yorkshire Academy of Creative Arts & Dance' Team have up to date Safeguarding Training.

Booking Confirmation

Named Person/Parent/Guardian):	
Childs Name:	
Childs School:	

Booking sessions:

Monday	Tuesday	Wednesday	Thursday	Friday

Contracted sessions per week:

Agreed Start Date:	
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Declaration:

By signing this contractual agreement, you accept the terms and conditions and are legally bound to the contract set out by the *Yorkshire Academy of Creative Arts & Dance*.

Named Person/Parent/Guardian Name:	Parental Signature:
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Acknowledged Signature..... Initial.....