3. TEIRMEAN IS CUMHACHAN CLÀRAIDH

Booking Terms and Conditions

Seo Teirmean is Cumhachan Òganan Dhùn Èideann Ltd a thaobh chlàraidhean:

These are the Terms and Conditions governing bookings with Òganan Dhùn Èideann Ltd:

Dearbhadh mu Àite

Gheibh sibh dearbhadh sgrìobhte gum faigh ur pàiste àite. Na lùib, bidh fiosrachadh air seiseanan ur pàiste agus an dèit a thòisicheas iad.

Confirmation of Place

Your child's place will be confirmed in writing. This confirmation will include details of your child's allocated sessions and commencement date.

Sgrìobhainnean Poileasaidh

Bidh Òganan Dhùn Èideann a' cumail gu dlùth ri sreath iomlan de phoileasaichean is mhodhan-obrach. Thathar ag iarraidh air pàrantan is air luchd-cùraim an leughadh mus tig ur pàiste thugainn.

Policy Documents

Òganan Dhùn Èideann has a comprehensive set of policies and procedures to which we adhere. Parents/carers are requested to read these prior to your child's attendance.

Fàirdeil agus Pàigheadh

Thèid fàirdeil a chur thugaibh san Ògmhios agus a-rithist san t-Samhain. Gabhaidh an dìoghladh mìos air mhìos. Nochdaidh sùim a' chuibhrinn agus dèit a' pàighidh air an fhàirdeal. Bidh an cuibhreann ri lìbhrigeadh an 20mh de gach mìos roimhe, ge b' e a th' ann an dòigh-dhìoghlaidh. Mar eisimpleir, feumaidh cìsean na Dùbhlachd an dìoghladh ron 20mh den t-Samhain.

'S fheàrr leinn pàigheadh gach mìos le **tar-chur banca**, agus gheibh sibh fiosrachadh a' bhanca againn air an fhàirdeal. Thèid a h-uile fàirdeal a chur chun an t-seòlaidh phost-d a sholar sibh, ach gheibh sibh fear pàipear cuideachd ma thogras sibh e. Bidh cìs rianachd bhliadhnail de £15 ri pàigheadh aig gach teaghlach mar phàirt den chiad fhàirdeal, agus an uair sin bho gach bliadhna a-mach.

Tha tàille nan gnìomhan agus grèimeannan-bìdh

Invoicing and Payment

Invoices are issued in June and again in November and can be paid in monthly instalments. The instalment amount and due dates are detailed on the invoice. The monthly sum due is payable in advance by the 20th day of each month whatever payment method is used. For example, fees for December must be paid by the 20 November.

*It is preferred that payments are made by **bank transfer** and our bank details will be clearly stated on the invoice. All invoices will be sent out by email to the email address provided, but we will send out a paper copy on request. An annual administration fee of £15 per family is applicable and will be included with the first invoice and annually thereafter.*

The prices quoted are inclusive of activities and

nam pàirt den phrìs shanasaichte. 'S dòcha gum bi tàille a bharrachd ann son gnìomhan no cuairtean a-muigh a nì ur pàiste le ur cead, ach gheibh sibh fiosrachadh slàn man deidhinn ro-làimh.

Gabhaidh pàigheadh leis na dòighean a leanas cuideachd:

Eàrlas cùram-cloinne

Seic: air a sgrìobhadh do dh' "Òganan Dhùn Èideann" gu Cunntasan, 2 Cnoc a' Chamaidh, Dùn Èideann, EH4 8EY. Nach dèan sibh cinnteach gun tèid ainm ur pàiste agus àireamh an fhàirdeil a sgrìobhadh air cùl na seice. Bidh £35 ri phàigheadh air seic nach gabh iomlaid.

Airgead ullamh: faodaidh pàigheadh do bhall den sgioba agus gheibh sibh cuidhteas air a shon.

Bidh beachdachadh ann air ìre nam prìsean aig toiseach gach bliadhna-sgoile. Thèid rabhadh a dhèanamh do chomhairle nam pàrant agus do phàrantan air atharrachadh sam bith dà mhios ro-làimh sa char as giorra. Bidh cead aig Òganan Dhùn Èideann ri cìs a bharrachd de 5% iarraidh airson pàigheadh anmoch. Ma bhios dìth-phàigheadh ann fad greis, leanaidh sinn na modhan-obrach sa phoileasaidh dìth-phàigheadh againn.

snack. Some activities or outings that you may wish your child to participate in may incur an additional charge, but you will be provided with full details in advance.

Payment can also be made using the following methods:

Child-care voucher

***Cheque**: to Òganan Dhùn Èideann, Accounts, 2 Cammo Hill, Edinburgh, EH4 8EY. Payable to "Òganan Dhùn Èideann". Please ensure your child's name and the invoice number are stated on the reverse of the cheque. Returned cheques will incur a charge of £35.*

***Cash**: payment can be handed to an Òganan member of staff and a receipt will be provided.*

Fees are reviewed at the start of each academic year. The parent council and parents will be given not less than two months notice of any changes. Òganan Dhùn Èideann reserves the right to charge a late payment fee of an additional 5%. If persistent non payment continues, we will follow procedures outlined in our non-payment policy.

Làthaireachd is Neo-làthaireachd

Bu chòir do chloinn a bhith an làthair gu cunbhalach aig na seiseanan clàraichte. Bu chòir fios a leigeil thugainn ro-làimh mus bi làithean-saora, geallaidhean na h-uaire, etc. ann agus cho tràth 's as urrainnear air adhbhar tinneis. Bidh cìsean rim pàigheadh gu h-iomlan air feadh làithean-saora no greisean tinneis.

Attendance and Absence

All children should attend regularly at the sessions booked. Notice should be given in advance for holidays, appointments, etc. and as soon as possible in the case of illness. Fees will be charged at the full rate for any periods of holiday or sickness.

Cur far clàir no Atharraidhean

Ma thogras sibh cùmhnadh sam bith a chur far clàir no ìsleachadh a dhèanamh air àireamh nan seiseanan clàraichte, bidh agaibh ri sgrìobhadh gu Manaidsear an Ionaid Cho-thaiceil. Bidh rabhadh riatanach co-dhiù ceithir seachdainean ro-làimh. 'S dòcha gun toir iarrtas son

Cancellation or Changes

All cancellations to your reservation or a reduction in the number of sessions must be made in writing to the Wraparound Manager. A minimum of four weeks' notice is required. A request for a change of session may also require this notice period, but we will try and

atharrachadh air seisean an aon ghreis rabhaidh, ach feuchaidh sinn ri gabhail ris, ma bhios àite ann agus ma ghabhas an co-mheas eadar clann agus luchd-obrach a chumail ceart. Thèid atharraidhean air modhanan pàighidh a chur an gnìomh agus fàirdeal a chur dha rèir. Sgrìobhaidh sinn thugaibh mur gabh an t-iarrtas a choilionadh agus cuiridh sinn am pàiste air an liosta-feitheimh gus an nochd àite.

accommodate your wishes subject to availability and the maintenance of our staff to child ratios. Changes to payment arrangements will be calculated and invoiced accordingly. Written notification will be provided if we are unable to accommodate the request and the child will be put on our waiting list until a space becomes available.

Fiachanas

'S e ar barail gu bheil e ceadaichte gun fhaighneachd do gach pàiste na gnìomhan taobh a-muigh a ghabhail os làimh. Cha ghabh an Companaidh ri fiachanas sam bith air thuiteamas dochainn phearsanta no bàis, ach ma thèid ar dearmadachd a dhearbhadh. Cha ghabh Òganan Dhùn Èideann ri fiachanas sam bith a dh'èireas bho chall no mhilleadh shealbhan.

Dùinidh Òganan Dhùn Èideann agus thèid an t-seirbheis a chur dheth air thuiteamas fìor droch shìde, duighleadasan còmhdhalach, tuiltean, call dealan, gas no uisge, stailcean, dùnadh na sgoile no adhbhar sam bith eile thar ar smachd. Tha fios aig a' phàrant/neach-cùraim nach bi ath-dìol air cìsean ri phàigheadh ma thachras gun dùinear an t-Ionad. Feumaidh seo air sgàth cosgaisean leantainneach na seirbhis.

Liability

Children attending Òganan Dhùn Èideann are automatically assumed to be allowed to participate in off-site activities. Òganan Dhùn Èideann does not accept liability for any personal injury or the death of any participant unless caused by the proven negligence of the Company. Òganan Dhùn Èideann does not accept liability for the loss of or damage to any property.

In the event of closure of the service due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure, strikes, school closure or any other event beyond the control of the Company, Òganan Dhùn Èideann will close and the parent/carer accepts that no refund of fees will be made. This is due to the continued operational costs of the service.

Draghan

Ma bhios dragh sam bith agaibh air sàilleabh na thachras 's ur pàiste a' frithealadh Òganan Dhùn Èideann, nach bruidhinn sibh ri Manaidsear an Ionaid Cho-thaiceil. Tha sgrìobhainn mu mhodh-gearain ri fhaighinn aig a' Mhanaidsear.

Concerns

Should you have any concerns regarding your child's time at Òganan Dhùn Èideann, please discuss these with the Wraparound Manager. A copy of the complaints procedure can be obtained from the Manager.

Dìon Cloinne is Dàta

Cha tèid am fiosrachadh pearsanta a chaidh iarraidh oirbh air na foirmichean clàraidh agus meadaigeach a thoirt seachad do dhaoine eile às aonais ur cead a dh'aona ghnothach. 'S e dleastanas nam pàrant/na luchd-cùraim ri atharraidhean air dàta pearsanta a thoirt do dh'Òganan Dhùn Èideann gun iarraidh.

Data and Child Protection

The personal information requested on our booking and medical forms will not be passed on to any third parties without your express permission. It is the parents/carers responsibility to update Òganan Dhùn Èideann with any changes in personal information.

Tha còir aig Òganan Dhùn Èideann ri atharrachadh a dhèanamh air na Teirmean is Cumhachan gu h-àrd, ach thèid rabhadh a thoirt do phàrantan agus luchd-cùraim co-dhiù mìos shlàn mus tachair seo.

Òganan Dhùn Èideann reserves the right to change the above Terms and Conditions and a minimum of one month's notice will be given to parents/carers of any changes.

Foirgheall

Tha mi air na trì earrannan den iarrtas a lìonadh a-steach, air mo làmh a chur riutha agus an cur an lùib an seo:

1. Foirm- clàraidh
2. Foirm Meadaigeach agus Cead a' Phàraint
3. Teirmean is Cumhachan - a tha mi air leughadh agus a thuigsinn

Declaration

I have completed, signed and enclosed all three sections of the application:

1. *Booking Form*
2. *Medical Form and Parental Permission*
3. *Terms and Conditions, which I have read and understand*

Ur làmh *Signature* ______________________________ **Dèit *Date*** __________

Cuiribh foirmichean deiseil gu: *Return completed forms to:*

Òganan Dhùn Èideann
Bun-sgòil Taobh na Pàirce,139 Bonnington Road, Edinburgh EH6 5NQ
07985 326 110 lisa@oganan.com www.oganan.com