



09.1d Childcare terms and conditions

Terms and Conditions

This document and the terms and conditions within it govern the basis on which Gorefield Pre-School (referred to here as 'we' / 'our' / 'us' agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

Gorefield Pre-School

charity registration number 1021889

69 High Road Gorefield Pre-School Wisbech Cambs

Telephone: 01945871042

Email: gorefieldps@btconnect.com

Ofsted URN:21881

Insured by: Royal Sun Alliance

Your details:

Full name of parent/guardian (1)

Address

Telephone

Email

Our offer for a childcare place for your child:

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over 38 weeks per year.

We will offer your child a place consisting of between 3 and 30 hours per week.

We are open term time only

Fee to be paid,
weekly/monthly
each half term

Will the child receive nursery education funding Yes No

Your free funding entitlement is per week

Your extra session are pre week

Childcare terms and conditions

The following terms and conditions govern the basis on which we agree to provide childcare services to you.

- 1.2 We provide agreed childcare facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.4 We will notify parents as early as possible when the setting will be closed.
- 1.5 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.
- 1.6 Payment of fees
- 3.0 Our fees are based on a session fee which is the full fee payable before applying any funded entitlements. Before your child starts, we will notify you of the payment required. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one month's notice.
- 3.1 Fees are required to be paid weekly or monthly or each half term and are based on your weekly session fee.
- 3.2 All payments made under this Agreement should be made by cash or cheque where agreement in advance is made with the setting manager. All payment regardless of method can be made by the parent/guardian in advance or at the end of each week/month half term. A receipt will be issued by setting manager as proof of payment. Late payments will incur a late payment fee of £20.00. In addition, a charge of £20.00 will be made for each occasion of re-presented payments and on the issue each late payment letter issued to you. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.
- 3.3 If the payment of fees referred to in 3.3 is outstanding for more than 14 days then we may terminate the Agreement. Once the contract has been terminated, the child shall cease to be admitted, and the notice of termination shall be regarded as a formal demand for outstanding monies.
- 3.4 If you require additional sessions or have been unable to collect your child by the official collection time, we will inform you of the extra amount payable and add these additional charges to your regular fees. In the event of late collection of your child, we reserve the right to charge a late collection fee of £20 for the first 15 minutes and £10 every five minutes thereafter.
- 3.5 No refund will be given for periods when children do not attend a session due to illness or holidays. No refunds are given for these closures as they are already taken into account when setting fees
- 3.6 If you are in receipt of any funded entitlement such as two-year-old funding you will not be charged for your 15-hour entitlement any additional sessions booked will be charged

- 4.0 All children are entitled to free funding for 15 hours the term after their 3rd birthday, any additional sessions book will be charged
- 5 Working Parents may be entitled to 30 hours free funding, they will need to apply for this entitlement and provide us with their unique funding code
- 5.0 We may suspend providing childcare to your child at anytime if you fail to pay any fees due.
- 5.1 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.
- 5.2 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of the staff and committee
- 5.3 During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 5.0 If your child is suspended part way through the month, under the conditions stated in clause 4.3, we will give you a credit for any fees you have already paid for the remaining part of that month,

Termination of the Agreement

- 5.1 You may end this Agreement at any time, by giving us at least one month's notice.
- 5.2 We may immediately end this Agreement if:
- 5.2.1 You fail to pay your fees.
 - 5.2.2 You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
 - 5.2.3 You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
 - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

6.0 General

- 6.1 If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, the weekly fee will continue to be payable in full. We will be under no

obligation to provide alternative childcare to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days.

6.2 If you have any concerns about the childcare we provide, please discuss them with your child's key person. If your concerns are not resolved to your satisfaction, please contact the setting manager. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.

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6.3 We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month's notice.

6.4 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.

6.5 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

* For an illustrative example of the sessions you require, please discuss with your manager.

Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptance of a childcare place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between [name of provider], you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Parent name 1

Signed _____ Date _____

Daytime/work telephone _____ Mobile _____

Email _____

Signed on behalf of Gorefield Pre-School

Signed _____ Date _____

Name _____

Role Manager _____