



## TERMS AND CONDITIONS

### Universal Entitlement of 15 Hours

The Terms and Conditions stated within this written document must be read fully. Signing the agreement does not affect the statutory rights of the parent/guardian. However this is a necessary document which safeguards the child and the working conditions of each designated nursery. Signing the Application Sheet automatically declares that all parties named agree to the conditions as stated.

**1.0** We operate in accordance with Local Authority guidelines in relation to Early Education Entitlement. Children become eligible for the universal entitlement of 15hours, the term following their third birthday.

**1.1** In order to obtain your child's entitlement you can claim a maximum of 3 hours per session, there are two sessions in a full day. The maximum to be claimed in any one day is 6 hours. In order to claim your full 15 hours, 2.5 days or more need to be allocated.

**1.2** As a company we operate the funding on a 38 week basis. The breakdown of funding is allocated as follows: Autumn Term 13 weeks, Spring Term 12 weeks, Summer Term 13 weeks.

**1.3** In some instances funding is available for 2 year olds. We are happy to provide a place for children in receipt of this if we have the appropriate availability. We will also require evidence that you meet the eligibility criteria set by the local authority, without this we will not be able to put forward a claim on your behalf. The eligibility check must be completed online (the nursery manager can assist you with this). If your child is eligible for 2yr entitlement the same terms and conditions apply as per 3 & 4yr olds.

#### **How will payment work?**

**1.4** Our current fee structure can be obtained from the Nursery Manager. The daily charges when funding applies (within the 38 weeks) are reduced to reflect the funding being deducted. You will pay for the hours outside of your funded session and also an amount for meals. In school holidays our standard prices will apply.

**1.5** Whilst your child is in receipt of funding you will receive a termly standing order, this will be due on the 26<sup>th</sup> of every month in advance. This will show the amount of term and non-term time days you are being charged for at the relevant rates. If for any reason you have not received your next terms calculation, it is your responsibility to bring this to our attention so a replacement can be issued. Late payment charges apply as normal.

**1.6** At the start of the academic year we will issue a set of term dates so parents are aware of when the different rates apply.

**1.7** If a child leaves us before the estimated headcount day, provided by the Local Authority, the parent will be liable for the full cost of nursery fees until this date. If children do not attend in headcount week we will not be able to claim any funding, this will result in the parent paying the full cost of the fees.

**1.8** Some 3 & 4 year olds may be eligible for additional funding in the form of Pupil Premium. An eligibility criteria exists and this again must be checked using an online system. If a child is eligible for pupil premium additional funding will be paid to the setting to help support the child's learning and development. The Pupil Premium is not permitted to be deducted from your fees. More information about Pupil Premium is displayed in all of our School Rooms. All children in receipt of 3&4 year old funding will be automatically checked to see if they are eligible for Pupil Premium. We will use the parent's information shared on the application form to conduct this check.

**1.9** The universal entitlement of funding is optional, and as a company we reserve the right to withdraw any nursery individually from the scheme at any time. We would give as much notice as reasonably practical to parents regarding this, ideally one term. The withdrawal from the scheme would mean parents become solely responsible for the whole amount of fees.

**1.10** No funding will be issued for any child unless evidence in the form of the child's birth certificate has been seen and proof of address for Parent Declaration Form, as per our request in the application process, which is outlined in our general terms and conditions document.

**1.11** Our fees and delivery model have been approved by the Local Authority, we are entitled to charge for all hours outside of the funded time and also meals. At this time we do not charge additional costs related to activities, consumable resources or external providers (e.g. dance lady), however we reserve the right to do so to support the financial implications of the business if the need arises.

Signatures to confirm receipt of this document

Parent \_\_\_\_\_ Date \_\_\_\_\_

Nursery Management \_\_\_\_\_ Date \_\_\_\_\_