

PARENT FEE CONTRACT



Welcome to Halstead Nursery we look forward to working with your child and your family. In order to make things run smoothly we would like you to read this parental contract and sign both copies, one for our records and one for yours. This contract covers the fee structure that we have as well as information about payment. It also covers what you can do if you have any difficulties in paying your fees and steps that we will take if fees are not paid. The nursery agrees to deliver the service to the children and families in line with our obligations as stated in our Terms & Conditions of Childcare in return for the fees paid.

1. OPENING TIMES:

- The nursery is open for 38 weeks per year, spread over 6 terms of between 6 & 7 weeks.
- The nursery operates a choice of sessions as the tables below indicate.
- The total number of hours attended per week depends on the sessions agreed with the Manager - please see explanation below of attendance options.

2. FEE STRUCTURE:

8.45 am to 12.15 pm	£25.00
12.15 pm to 3.15 pm	£20.00
8.45 am to 3.15 pm	£45.00

3. FEE INVOICES:

- Please check all invoices and do not hesitate to ask if you feel your invoice has an error. This can be discussed with the Manager.
- In the event of any difficulties paying your invoice or if you wish to pay via a voucher scheme please see the manager immediately so a payment plan that is suitable to all parties can be agreed and signed. This will involve revision of the payment contract and both parties must agree to it.
- If payment is not received within 7 days of the dates shown on the invoice, the nursery will add a further £25 administration fee to the amount outstanding to cover the cost of additional work in monitoring and requesting outstanding fees.
- If a further 7 days passes and the full amount outstanding is not received, this will result in your child's space being suspended until full payment is made. If eligible, your child can continue to attend for funded hours **ONLY** and all other hours will be suspended but chargeable until payment is received. If your child is **NOT** eligible for funding, the space will be suspended and held open until the end of that term. After that, if no payment is forthcoming, we reserve the right to sell the hours to others who want space and we will offer whatever is available once the invoice is paid in full.
- Fees cannot be refunded due to your child's illness or holidays.
- Where possible, we would ask for payment by BACS (our bank details are shown on each invoice) or by cheque. If you need to pay with cash, please ensure that the correct amount is given over as there is no money kept at the nursery for change.

4. HOW FEES ARE CALCULATED:

Fees relate to chargeable hours that your child attends. If your child is eligible for 15 universal or 30 hours extended Entitlement it is any **additional** hours over this that they attend that are chargeable. If your child is not yet old enough to receive funding entitlement **all** hours are chargeable.

5. HOW SESSIONS CAN BE TAKEN:

5.1 Prior to funding entitlement ALL sessions with spaces will be offered. You may choose which of these you wish your child to attend.

5.2 Once eligible for funding, the following will apply

2 - 3 year olds in receipt of Free for Two funding	3 – 4 year olds in receipt of 15 hours universal funding	3 – 4 year olds in receipt of 30 Hour extended funding
<p style="text-align: center;">Monday to Friday 12.15 to 3.15 pm OR between 8.45 am – 3.15 pm including a compulsory lunch club payable at £5</p>	<p style="text-align: center;">Monday to Friday 12.15 to 3.15 pm OR between 8.45 am – 3.15 pm including a compulsory lunch club payable at £5</p>	<p style="text-align: center;">Monday to Friday 8.45 – 3.15pm Including a compulsory lunch club payable at £5 per day</p>

5.3 Additional Criteria for those eligible for 30 hours of Extended funding:

- The nursery will allocate up to 5 nursery spaces to those entitled to 30 hours of extended funding. Further spaces may be available at the discretion of the Management Committee. The spaces available are:
 - a) One space of up to 30 Hours of extended entitlement per week.
 - b) Four spaces of up to 21 hours of extended entitlement per week.
- Parents will be asked if they are eligible for 30 Hours of extended funding when they are offered a nursery place for their child. If there are spaces available, hours will be agreed and allocated.
- Once the space (a) above has been allocated, parents will be offered (b).
- If a child is already with us and becomes eligible for up to 30 Hours of extended funding as they approach their third birthday, any available space will be offered on a first come, first serve basis.

6. CONSUMABLES CHARGE:

7. A voluntary £0.50p contribution per session to cover the cost of snack is calculated and requested via a separate sheet attached to your invoice. It really helps us out if you do contribute! However, it can be added to the invoice and paid as one sum.

8. LATE COLLECTION FEE:

9. Late pickup charges will be incurred for every 10 minutes after the pickup times of 12:15 pm and 3:15pm. This charge will be £3.00 for every 10 minutes that you are late.

Please ask if you have any questions or queries about this contract, we are here to help you in any way we can.

I agree to abide by the contract as set out above and have read and understood the conditions.

Child's name:	Parent/carer name:
Date:	Parent/carer signature: