**PARENTAL CONTRACT FOR FUNDED AND PAID FOR CHILDCARE** (Updated April 2025)


**I would like my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to attend Intake Pre-School.**

| Day | Time | **Funded** | **Paid For** | I agree to opt in to the snack/tea charge  | 0 - 2 Years | 2 - 3 years  | Over 3 years |
| --- | --- | --- | --- | --- | --- | --- | --- |
| MONDAY | 8am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £44.80 | £34.00 | £24.00 |
| 9am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 12pm – 1pmHot Lunch  |  |  | Packed Lunch (no charge) □ Hot Meal £2.70 - □ | £11.20 | £8.50 | £6.00 |
| 1pm – 4pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 4pm – 6pmLight Tea |  |  | Light Tea £1.25 - □Packed Lunch (no charge) □  | £22.40 | £17.00 | £12.00 |

| Day | Time | **Funded** | **Paid For** | I agree to opt in to the snack/tea charge  | 0 - 2 Years | 2 - 3 years  | Over 3 years |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TUESDAY | 8am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £44.80 | £34.00 | £24.00 |
| 9am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 12pm – 1pmHot Lunch  |  |  | Packed Lunch (no charge) □ Hot Meal £2.70 - □ | £11.20 | £8.50 | £6.00 |
| 1pm – 4pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 4pm – 6pmLight Tea |  |  | Light Tea £1.25 - □Packed Lunch (no charge) □  | £22.40 | £17.00 | £12.00 |

| Day | Time | **Funded** | **Paid For** | I agree to opt in to the snack/tea charge  | 0 - 2 Years | 2 - 3 years  | Over 3 years |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WEDNESDAY | 8am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £44.80 | £34.00 | £24.00 |
| 9am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 12pm – 1pmHot Lunch  |  |  | Packed Lunch (no charge) □ Hot Meal £2.70 - □ | £11.20 | £8.50 | £6.00 |
| 1pm – 4pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 4pm – 6pmLight Tea |  |  | Light Tea £1.25 - □Packed Lunch (no charge) □  | £22.40 | £17.00 | £12.00 |

| Day | Time | **Funded** | **Paid For** | I agree to opt in to the snack/tea charge  | 0 - 2 Years | 2 - 3 years  | Over 3 years |
| --- | --- | --- | --- | --- | --- | --- | --- |
| THURSDAY | 8am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £44.80 | £34.00 | £24.00 |
| 9am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 12pm – 1pmHot Lunch  |  |  | Packed Lunch (no charge) □ Hot Meal £2.70 - □ | £11.20 | £8.50 | £6.00 |
| 1pm – 4pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 4pm – 6pmLight Tea |  |  | Light Tea £1.25 - □Packed Lunch (no charge) □  | £22.40 | £17.00 | £12.00 |

| Day | Time | **Funded** | **Paid For** | I agree to opt in to the snack/tea charge  | 0 - 2 Years | 2 - 3 years  | Over 3 years |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FRIDAY | 8am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £44.80 | £34.00 | £24.00 |
| 9am – 12pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 12pm – 1pmHot Lunch  |  |  | Packed Lunch (no charge) □ Hot Meal £2.70 - □ | £11.20 | £8.50 | £6.00 |
| 1pm – 4pm |  |  | Snack 25p - □Provide own (no charge) - □ | £33.60 | £25.50 | £18.00 |
| 4pm – 6pmLight Tea |  |  | Light Tea £1.25 - □Packed Lunch (no charge) □  | £22.40 | £17.00 | £12.00 |

| **HOURLY RATE** | **0 - 2 YEARS = £11.20** | **2 - 3 YEARS = £8.50** | **3-5 YEARS = £6.00** |
| --- | --- | --- | --- |

**Pre School Fees - General**

• We charge fees on a monthly basis, these are payable in advance. Invoices will be issued on the 15th of every month and are payable by the 1st of the following month. *Where the 15th of the month falls on a non working day, invoices will be issued as close to this date as possible.*

• Additional bookings (such as extra sessions, ad hoc lunches, uniform etc) will be invoiced within 2 weeks of the booking taking place. Payment is due on receipt but no later than the 1st of the upcoming month.

• If your account is outstanding on the 2nd of the month a £10 late payment charge will be applied to your account as per our late payment policy. If your account is still not up to date by the following Monday then a 10% weekly charge of the brought forward balance will be applied to your account every Monday until the account is cleared. (Late payment fees also apply to additional bookings).

• Failure to bring your account up to date and/or continued late payment may result in your child’s place being terminated.

• Any credits due will be applied to your account from the next invoice issued.

• If for any reason you are facing financial difficulties which will affect your ability to keep your account up to date, you should discuss this with management and/or finance. A payment plan agreement may be available (individual circumstances will be taken into account).

• Failure to pay outstanding fees or adhere to a payment plan agreement following a discussion with management and/or finance, will in the first instance result in any additional bookings/extra charges i.e additional sessions/hot lunches being put on hold (this also applies to those accessing funding with additional paid for sessions) to avoid the debt from increasing.

• If Pre School puts on hold any additional sessions it will be determined by management what funded sessions your child can access (this will be determined by availability at that moment and may not be what the family originally had/wanted).

• Should your child’s place be terminated due to non payment of fees, you will still be accountable for all booked sessions during the notice period.

• Full fees are payable whether your child attends or not and there are no reductions in fees for any missed sessions due to sickness, including part days when you may be asked to collect your child, as staffing is done in advance.

• If you are late to collect your child then this will incur a late collection charge of £10 after the first 5 minutes and then an additional £5 per 10 minutes or part 10 minutes thereafter.

• If Intake Pre School is unable to provide care for any reason, such as extreme weather conditions forcing closure then you will not be charged fees during this time.

• Pre School requires 4 weeks’ notice in writing if you wish to make permanent changes to your child’s session patterns. If we do not receive the required notice period then you will remain liable for the payment of fees whether your child attends or not.

**I confirm I have read and understood the above information and am in agreement with this:** (please tick) **▢**

**Snack/Hot Lunch/Tea Charges**

• If you do not wish to pay the snack charge of 25p per session you will need to provide a piece of fruit for your child during each session (only fruit will be accepted).

• If you do not wish to pay the tea charge of £1.25 you will need to provide a healthy packed lunch during the session - please see our healthy eating policy and food guides.

• If you wish to remove snacks and/or the tea charge from your booking we require 7 days notice for cancellation as food is ordered weekly in advance. These charges will remain payable during the cancellation period.

• Hot lunches can be permanently added to your child’s booking or ordered on the day. If you wish to order on on the day this must be done before 8.30am

• If you have chosen to provide a packed lunch for your child then you agree this must be in accordance with the Pre School’s healthy eating policy.

• If you notify Pre School before 8:30am that your child’s hot lunch will not be required for that day then this will not be charged. Hot lunches cannot be cancelled after this time so will remain payable whether your child attends or not.

**I confirm I have read and understood the above information and am in agreement with this:** (please tick) **▢**

**Intake Pre School Terms and Conditions 2025 - 2026**

**Termination Of Place**

• Intake Pre School operates a 4 week notice period to terminate your child’s place for both funded entitlement and paid for childcare.

• If you fail to give notice your fees will remain payable until 4 weeks after written notice was given.

• If your child is in receipt of funding and you wish to move to another provider, this will not be possible until the notice period has been fully served.

• We reserve the right to terminate your child’s place with immediate effect if (please note: the following is a non exhaustive list):

* Fees are outstanding.
* Your child is not attending regularly for the sessions on your booking pattern.
* Staff, including management are subject to aggressive, threatening, intimidating, abusive or inappropriate behaviour from parents and/or carers - whether this is face to face, over the phone or ‘virtually’ i.e. via email, tapestry, social media etc.
* A child’s behaviour is considered to affect the wellbeing/safety of other children and staff (full consultation will take place prior to this being implemented).
* You repeatedly or intentionally breach any Pre School policies/procedures or these terms and conditions.

**I confirm I have read and understood the above information and am in agreement with this:** (please tick) **▢**

**Sickness/Absence & Holidays**

• A full set of policies and procedures are available via OURSCHOOLS APP and these should be read.

• You agree to contact Intake Pre School if your child is unable to attend for any reason. If no contact has been made a staff member will attempt to contact you or other family members to assess the whereabouts of your child and to ascertain the reason for absence.

• You agree to collect your child immediately after being notified by Pre School that your child is unwell and needs collecting, or to arrange another suitable person to do so on your behalf.

• You agree to be available to be contacted at all times when your child is in attendance at Pre School. If for any reason we are unable to contact you we will contact the other numbers/emergency contacts listed on your registration form.

• If your child does not attend for 3 consecutive sessions or one week’s absence and no contact is made between Pre School and yourself then Pre School can, at this point, terminate your child’s place and offer those sessions out to others on our waiting list as well as follow our ‘missing from Pre School’ policy, in which other professionals are notified of the missing child.

• There is an entitlement of a discount for up to 4 weeks holiday per year based on your child’s booking pattern. 50% of normal weekly session fees are payable, as long as Pre School receives at least one month’s written notice of the intended holiday. No fees for snacks/meals will be charged providing that at least 1 week's written notice has been given. If the required written notice is not provided then full fees will be payable.

**I confirm I have read and understood the above information and am in agreement with this:** (please tick) **▢**

**Government Funded Places**

• Intake Pre School operates during term time only (38 weeks per year).

• All 3 and 4 year olds, and eligible 2 year olds, can claim up to 15 hours of government funding per week for 38 weeks per year from the term AFTER their 3rd birthday (or 2nd if eligible).

• From September 2024 eligible working parents with a child aged from 9 months (by 31st August) can claim up to 15 hours of government funding per week for 38 weeks per year.

• For eligible working families with a child aged 3 and 4, up to an additional 15 hours (on top of the 15 universal hours) can be claimed per week for 38 weeks of the year.

• For eligible children aged between 9 and 23 months (for the universal 15 hours) and for eligible 3 and 4 years olds (for the additional 15 hours) you will need to apply and obtain a funding code. Depending on which funding you are accessing you may need to reconfirm your eligibility every 3 months. Further information can be found at <https://www.childcarechoices.gov.uk/>

• A parent/carer funding agreement form must be completed prior to your child starting with Pre School. A link will be provided to complete the form online or alternatively you can ask for a paper version instead. This will need to be completed each academic year.

• For those accessing funded and paid for sessions, Pre School will determine which sessions are funded and which are paid for. • Sessions will be detailed on a termly pattern of attendance form which must be signed by the parent/carer and be reviewed prior to each new funding period.

• A funding period is defined as a term. There are 3 terms per academic year - Autumn Term (September - December), Spring Term (January - March) and Summer Term (April - July). Please note: your child’s funding year may be different to the council’s funding year (April - March) or Pre-School’s academic year (September - July) as this is determined by their birthday.

• Funding can only be claimed for the hours detailed on the termly pattern of attendance form. Any ad hoc sessions that are booked cannot be claimed for, even if you are not claiming your child’s full entitlement, and therefore are chargeable once booked.

• Funding can be claimed for holidays during the FEL funded weeks for up to 4 weeks (based on your child’s normal pattern of attendance) in a funding year only. If your child is absent due to holidays for more than this, then you will be charged for those sessions as we are unable to claim funding above the allowed 4 weeks.

• If your child is absent due to illness then Pre School can continue to claim funding for up to a 2 week period. For persistent absences (whether this be through illness lasting longer than 2 weeks or poor attendance in general) funding may not be able to be claimed. Pre School will work with you to ensure your child is attending for all of the hours detailed on your termly pattern of attendance form, however if attendance is not improved then you will be asked to review the hours you wish to claim.

• If a public holiday falls on a day where your child would normally attend and your booking includes other sessions which you pay for, we will redistribute these hours across those sessions. If we are unable to do this (i.e. because you do not have other paid for sessions), we will, where possible allow you to book an additional session for that week to be covered by these funded hours (this is strictly subject to availability and may not be possible). Where this is not possible you agree that these hours will not be used at a different time but Pre School can still claim for them.

**Please tick one of the following boxes:**

**I confirm I have read and understood the above information and am in agreement with this:**  **▢**

**I confirm I have read and understood the above information and am in agreement with all but the last bullet point** (if you choose this option we will not claim funding for any days we are closed due to public holidays**):**  **▢**

***I HAVE READ AND UNDERSTAND ALL THE ABOVE INFORMATION AND SHALL ADHERE TO THE TERMS AND CONDITIONS OF INTAKE PRE SCHOOL. I UNDERSTAND THAT I CAN ACCESS ALL POLICIES VIA OURSCHOOLS APP***

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RELATION TO CHILD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_