



Parent/Carer Contract Terms & Conditions

Admissions

Parents can reserve a place for their child by contacting the Owners of Tithe Barn Preschool. Parents must provide their child's name, address, date of birth, mobile phone number and email. The term before your child is due to start, Tithe Barn Preschool will send you a Parent Pack with all the registration forms to complete, along with a Registration Fee which includes a free Tithe Barn Preschool t-shirt and a Personalised Bag for Forest School waterproofs. In signing the Parent/Carer Contract, you are agreeing to the following Terms and Conditions from the first day that your child starts at Preschool.

We happily take on children within our registered numbers (max. 20), including those children who are entitled to the 2, 3 and 4 year old funding and will not discriminate against children or their families for reasons such as race, sex, religion or ability.

We hold a waiting list for children once our numbers are full. Parents will be contacted as soon as a space becomes available. It is a parent's choice whether to accept the offered place.

Contracted Hours

Parents select the days they would like their child to attend the Tithe Barn Preschool on the Parent/Carer Contract form. Please note, you are contracted to the days you have selected. You may extend these days at any point during the year if there is space to do so. If you would like to collect your child at 1pm, this can be arranged. Early collection will be permitted for younger children, but Preschool aged children may need to still provide funding for the afternoon session missed.

Charges

Hourly rate for 3- to 4-year-olds	£4.95
Hourly rate for 2-year-olds	£5.50
Government Funding for 2, 3 & 4 year olds	A2YO, 15 & 30 hours
Daily charge for Funded Children	£5.00
Payment due date	28 th of the month
Payment to be made	In advance
Notice period required	Half a term (7 weeks approx.)

Government Funding

Parents will be given a Government Funding form to complete every term. This must be returned within the first week of each term for your funding to be accepted. An invoice will then be raised for any extra hours you have selected, including the daily charge and must be paid by the 28th of the month. If parents are eligible for the 30 hours funding, they must check their eligibility every 3 months as they may be liable to pay full preschool fees if they no longer fit the criteria. If parent/carers are



applying for the Government 15 Funding Hours, it is your responsibility to check if you are eligible. If parents apply and are rejected, then you are liable to pay the outstanding fees. For more information on funding, please visit www.childcarechoices.gov.uk.

Hourly Rate

Our hourly rate for 2, 3 and 4 year olds is stated in the table above. Charges will need to be paid for a child's short-term absence (eg sickness) and long-term absence (eg holidays). Payments made late/after the due date will be charged at **£25.00** per month. If you wish to decrease your days, you must give the Tithe Barn Preschool half a term's notice in writing. You will be charged for all of the days selected, even if your child does not attend. The academic year is split into 3 terms: Autumn (14 weeks), Spring (12 weeks) and Summer (12 weeks). Parents will be charged in full of these weeks, unless Tithe Barn Preschool has indicated an INSET day. Half days or early closure will still be charged at a full day's rate.

Daily Charge

At the Tithe Barn Preschool, we charge **£5.00** per day for every child that is using the Government Funding Hours. The funding provides preschool an allowance of £4.24 per child per hour to cover "Basic Education". This Basic Education only pays for one Teacher and One Assistant, the minimum ratio needed to teach 20 children. The Daily Charge is used to pay for our Outstanding staff that are highly qualified and experienced at a ratio of 1:5, the lunch hour, Tapestry Subscriptions for the year, resources and consumables. The Daily Charge also helps with the running costs of the preschool e.g. room hire, heating, water, telephone, website hosting, etc. Without this Daily Charge, it is impossible to sustain our successful Outstanding Preschool. There is a reduced rate for those parents eligible for EYPP. If parents chose not to pay the daily charge, their child will still receive the same outstanding teaching and learning opportunities, but will not have access to the following; lunch hour, tapestry, snack (free milk will be included), and other consumables/visits that would need to be paid for.

Late Charges

The preschool opens its doors at 2:45pm. All children must be collected **before 3pm** as this is the time our Insurance Policy covers us to. If children are not collected before 3pm, a late charge of £10.00 will be enforced.

Notice Period

Our Notice Period of any changes in your contract is one month.

For parents that have paid the Registration Fee, but then do not want to start their child at the agreed time on their contract and haven't given half a term's notice, must pay 50% of the invoice due for the month their child should have started.

If parents decide to move their child to a different setting within the first two weeks of preschool/before you have completed your Government Funding form, you are responsible for paying the hours your child has attended our Preschool. The funding scheme does not back date any hours attended before the two-week deadline. If you decide to defer your place, you can either put your



child's name back on the waiting list or pay a percentage of the monthly fee for every month that the place is held open to guarantee the space remains yours.

These rules are necessary so that the Preschool can properly budget for its own outgoings, which continue whether or not all children are present. If the Preschool has to be closed due to any reason beyond their control, such as power failure or adverse weather conditions or from LA advise, no compensation will be paid or refund given.

Unpaid Fees

Parents must contact the Tithe Barn Preschool if they are struggling to pay their invoice. We offer varying payments schemes of weekly, monthly or termly. If an invoice remains unpaid and go into arrears, Tithe Barn Preschool have the right to deny the child a place. For dishonoured payments, bank charges apply, which will be added to the amount of the fees sought from the parent. In these instances, the Preschool reserves the right to add on any other reasonable costs incurred in seeking payment. We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation [Late Payment of Commercial Debts (Interest) Act 1998] if we are not paid according to agreed credit terms.

A Parent/Carer Contract can be terminated with immediate affect if there has been a breach of the 'Parent/Carer Behaviour Policy'.

Unforeseen Closure

If Preschool is closed by the LA for any reason for a period of time, Parents will not be reimbursed any hours previously paid for on their invoice. If Preschool is closed for a long period of time, parents may be asked to pay a reduced rate in Daily Charge. This charge will cover online learning facilities via Tapestry that will follow the EYFS curriculum to ensure their child has no 'gaps' in the early education. If Parents opt out of paying the reduced rate charges, they will not receive home-schooling activities.

In signing you 'Parent Contract' you are agreeing to these terms

Written September 2016

Reviewed annually

Signed:  