***Insert your HEADED LOGO***

**AGREEMENT**

This agreement is between *(insert name of Childcare Provider)* and you, the parent(s)/guardian(s) of the child named below.

NAME OF CHILD -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NAME(S) OF PARENT(S)/GUARDIAN(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE; MOBILE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 START DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SESSIONS/DAYS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 In consideration of the provision of a nursery place to the above child, it is agreed as follows:

**Opening hours**

We are open from Monday to Friday from *(insert start time to end time)*. The Nursery opens *(insert amount of weeks)* of the year but is closed for Bank Holidays.

These are the sessions you have been allocated:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Number of sessions |  |  |  |  |  |
| Times of day |  |  |  |  |  |

**Free Early Education – (15 hours)**

Free Early Education is available to some children aged 2 and over (eligible in the term after their 2nd birthday as shown in the table below):

Free Early Education is available to all children aged 3 and over (eligible in the term after their 3rd birthday as shown in the table below):

|  |  |
| --- | --- |
| **Child’s Date of Birth** | **Eligibility to Free Early Education** |
| 1 January to 31 March | April |
| 1 April to 31 August | September |
| 1 September to 31 December | January |

**Sessions**

Funding is offered *(Insert number of weeks)* weeks over a year and a maximum of *(insert number of hours)* hours per week. The Free Early Education funding will be claimed by *(Name of Childcare Provider)*.

Parents are required to complete a parental agreement form and show evidence of your child’s age, i.e. birth certificate, in order for the childcare provider to claim the funding for the entitlement.

**Free early education and childcare - (30 Hours for working parents)**

Parents will complete a self declaration every 3 months by signing onto the Eligibility Checking System to confirm they still meet the criteria for 30 hours. If a parent falls out of eligibility the child reverts to a 15-hour place and the grace periods below become effective.

**Grace Periods**

|  |  |  |
| --- | --- | --- |
| **Data Parent receives ineligible decision on reconfirmation:** | **LA audit date** | **Grace Period End Date** |
| 1 Jan – 10 Feb | 11 February | 31 March |
| 11 Feb – 31 March | 1 April | 31 August |
| 1 April – 26 May | 27 May | 31 August |
| 27 May – 31 August | 1 September | 31 December |
| 1 September – 21 October | 22 October | 31 December |
| 22 October – 31 December | 1 January | 31 March |

**Meals**

The meals offered in the nursery meet the food based standards for nurseries. Prices for our lunches are *(insert fee for lunch),* menus can be found on the notice board or parents can choose to provide a packed lunch for their child.

**Fees**

You will receive an invoice on a *monthly/weekly* basis showing the free hours and any paid for *hours/days* will be shown including any extra charges relating to lunch, meals and snacks or extra activities.

**Arrears and debt policy**

If the fees are not paid within *(insert number of days)* days of receipt of invoice, the nursery will notify the parent/carer in writing and request immediate payment.

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment over *XXXXX* consecutive times will result in the forfeiture of paid-for hours until payment is made in full. This does not affect access to Free Early Education hours.

**Child Collection**

Please contact the nursery at your earliest convenience if you experience a delay.

If your child is to be collected by someone other than yourself, this must be indicated to a member of staff and recorded at the start of the session. If the nominated adult is not known to staff, then parents/carers will be asked to provide a recent photograph or password known only to the nominated person and staff.

The person nominated to collect must be over 16 years.

**Absence/Illness**

If your child is absent from the nursery full fees are still payable to retain a nursery place.

If your child is absent whilst claiming Free Early Education you should inform the nursery of your child’s absence. The local authority will be informed after 14 consecutive days of absence and it may result in the loss of your child’s place.

**Notice periods**

You are required to give appropriate notice period of *(insert number of weeks)* weeks of your intention to move your child to another childcare provider. All outstanding debt owed to the provider must be settled before the child is withdrawn from the centre.

**Complaints Process**

There is a complaints procedure in place at this centre. In case you are not satisfied that the service your child has received is in line with this agreement and the Early Education and Childcare Statutory guidance for local authorities, please follow the procedure to lodge your complaint.

I have read and understood the conditions set out above and agree to comply with them. I understand that my details will be held securely, in accordance with the principles of the Data Protection Act 1998.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the (Childcare Provider) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_