



The Swallowtail Federation of Church Schools

Our Federation's mission is to work together to create successful learners, confident individuals and responsible citizens.

Swallowtail Pre-school Terms and Conditions

The document and the terms and conditions within it govern the basis on which Hickling/Catfield Pre-school agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

Catfield Pre-school,
Catfield C of E Primary School
School Road
Catfield
Norfolk, NR29 5DA.
Telephone: 01692 580568
Email: office@catfield.norfolk.sch.uk

Hickling Pre-school,
Hickling C of E Infant School
Town Street
Hickling
Norfolk, NR12 0XX
Telephone: 01692 598355
Email: office@hickling.norfolk.sch.uk

Your details:

Full name of parent/guardian (1) _____

Address _____

Telephone _____ Email _____

Full name of parent/guardian (2) _____

Address _____

Telephone _____ Email _____

Full name of child _____ Date of birth _____

Our offer for a childcare place for your child:

Start date _____

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Deposit received (£20) Yes No First payment due

Sessions

Catfield

Monday - Friday

Morning session: 9:00 a.m. – 12:00p.m.

Afternoon session: 13:00 p.m – 15:00 p.m. (Lunch cover included)

Hickling

Monday: Morning Session 8:45am – 11:45am - Afternoon Session 11:45pm – 2:45pm (Lunch cover included)

Tuesday: Morning Session 8:45am – 11:45am

Wednesday: Morning Session 8:45am – 11:45am - Afternoon Session 11:45pm – 2:45pm (Lunch cover included)

Thursday: Morning Session 8:45am – 11:45am - Afternoon Session 11:45pm – 2:45pm (Lunch cover included)

Funded Places

3 Year Olds (15 hours funding)

Funding is available for each child from the term following the child's third birthday, for a total of up to 15 hours each week during term time. For the purpose of funding, terms are recognised as:

- 1st September – 31st December
- 1st January – 31st March
- 1st April – 31st August

The school will support you with this and provide termly funding forms.

3 year old (30 hour funding)

This is a new government initiative that will be implemented in Sept 2017 and will be available to some 3/4 year olds. If you child is eligible they will get 30 hours funded child care and we will offer sessions in both pre-schools that will be able to support this. Attached is a parents' guide to support you. In order to qualify, both parents must be working or the sole parent must be working in a lone parent family. There are some exceptions which are outlined on the attached guide i.e. parents on maternity leave. Parents are responsible for applying for this funding and can do so following the below link: <https://www.childcarechoices.gov.uk/>

2 year old funding (Hickling Only)

Funding is available for some 2 year olds depending on your financial situation. If you are eligible you will receive a letter around your child's second birthday. Please ensure you inform the school office of your eligibility number to access this funding.

Further information can be found here: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

If your child is unable to attend any of these funded sessions, you will need to inform the setting of the reason for their absence and a likely return date. Regular absence without good reason, is likely to result in the funded place(s) being withdrawn.

Non-funded Places

Children not eligible for funding, or who wish to attend sessions in excess of 15 hours per week, will need to pay the current fees as set down by the setting.

Catfield

3 year olds **£8.50** per session

Hickling

2 year olds **£10.00** per session. (*Changes to 3 year old fee the half term after they turn 3*).

3 year olds **£8.50** per session

Lunch session charge for those wishing to stay after their morning sessions **£3.00**.

Terms and condition

Our obligation to you

- We will inform you as soon as possible whether your application for a place has been successful. You must confirm within **one week** of receiving notification that you still wish to take up a place. Once you have confirmed the place, a deposit payment of £20 will be required to hold the place for your child. The deposit will be deducted off the first invoice.
- We will notify you as soon as possible of any days we will be closed.
- We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- We will comply with the requirements of the Early Years Foundation Stage in regards to the childcare services we provide for your child.
- We will make available to you our policies and procedures, which can all be found on our website www.swallowtailfederation.co.uk
- We will maintain appropriate insurance to cover our childcare activities.

Your obligation to us

- You will need to complete and return the registration form and other supporting documents before your child can start with us.
- You must notify us immediately of any changes to the information you have provided to us.
- You will read and abide by our policies and procedures.
- You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious (see 'Health Protection Guidance Grid' which can be found on our website)
- You must keep us informed of the identity of the persons who will be collecting your child. If we are not reasonably satisfied that the person collecting your child is who we were expecting. We will not release your child into their care until we have checked with you.
- You will inform us as far in advance as possible of any dates on which your child will not be attending.
- You will provide us with at least one month's notice of your intention to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. If you are ending this Agreement, notice must be given by completing our *Notification of Leaving Date* form which is available on request.
- You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

Payment of fees

- Our fees are based on a session fee (as notified under non-funded places section). We may review these fees at any time but shall inform you of the revised amount at least half a term before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, by completing our *Notification of Leaving Date* form which can be obtained from our school office.
- Fees must be paid on a half termly basis, in advance at the school office. We calculate this by looking at the amount of sessions your child will attend, deduct the funded sessions and the balance to be paid is calculated through any remaining unfunded sessions.

- All payments made under the Agreement can be by BACs, cash or cheque. All payment, regardless of method, shall be made by you half termly by the stipulated due date. If payment is made by cash, it is your responsibility to obtain a receipt as proof of payment.
- If the payment of fees is outstanding beyond the payment deadline (as indicated on your invoice), your child will **not** be able to attend sessions and three stage warning process will be followed:
 - 1) Text sent to parent/s
 - 2) Written letter.
 - 3) Written letter (final demand) and further advice sought from finance at County).
- No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are open term time only in line with the main school. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- Sessions are non-transferable.

Termination of the Agreement

- You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.
- We may immediately end this Agreement if:
 - You have failed to pay your fees (following written warnings);
 - You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
 - You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;
 - We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

General

- If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the session fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.
- If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the Head of School/Executive Head. Any concerns/complaints will be dealt with in line with our *Complaints Policy*.
- We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our '*Health Protection Guidance Grid*' which can be found on our website.
- Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are

required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

PLEASE RETURN TO THE SCHOOL OFFICE BY _____

Acceptance of our offer of a childcare place

Please sign and return this slip to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

Parent name

Signed

Date
