



SURBITON

CHILDREN'S CENTRE NURSERY

EXTENDED DAY CARE CONTRACT

1st September 2020 – 31st August 2021

1. Fee Schedule
2. Payment Policy
3. Settling in Children
4. Terms and Conditions

Agreement Form

Weekly Attendance Requirement Form

Agreement Form and Weekly Attendance Requirement Form
TO BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE
(along with a deposit to secure your child's place)

Please initial every page to confirm you have seen and agreed its contents.



1. FEE SCHEDULE

In order to access extended day care at the Surbiton Children's Centre Nursery ("SCCN"), a minimum of three extended days per week must be purchased unless otherwise agreed (1 extended day = minimum 6 hours).

Children have 3 hours of universal funded early education allocated to them each day during either a morning or an afternoon session during term time only.

Morning session times: 8.30am – 11.30am
Afternoon session times: 12.30pm – 3.30pm

We require your child to attend their allocated universal funded 3 hour early education sessions during term time.

Options for Extended Day Drop off times: 08:00, 08:30 and 12:30

Options for Extended Day Pick up times: 11:30, 1.00, 15.00, 15:30, 16:00, 17:00 and 18:00

Fees

Places are costed for a 49 week nursery year and therefore, 30 funded hours equates to 23.26 funded hours per week.

Fees are charged for any time that your child attends outside of their funded session.

We charge £10.00 per hour inclusive of all meals

Payment is not required for closure days and holiday periods (Christmas and New Year, two weeks summer closure and staff training closures). If your child is absent from school, e.g. through sickness or family holidays, payment is required. Further details can be found in Section 2.

Deposit

Once a place has been offered, we require payment of £250.00 deposit in order to secure and confirm your child's place. Places will not be held for more than 10 working days after the offer has been made.

Termination of the contract before the school year has elapsed will result in a loss of the deposit. Deposits will be returned once all outstanding charges have been settled at the end of the contact term.

The minimum contract term is for one school year, September – August. Four weeks' notice is required to terminate your contract.

If your child's place is cancelled before their starting date at SCCN, your deposit will not be refunded.

Late collection fees

If you are unavoidably delayed, please contact SCCN immediately so that we can reassure your child.

Up to 15 minutes late: £10

Up to 30 minutes late: £30

More than 30 minutes late: £20 per 15 minutes slots

These fees will only be applied if collection is 5 minutes after the contracted pick up time by the school clock.

It will be at the Head teacher's discretion to waive the late collection charge in the following instances:

- If your child is collected late due to an emergency and you have notified SCCN in advance
- If a serious transport issue has been identified and late collection is deemed unavoidable
- Any other factors that the Head teacher deems relevant to waive the late collection charge.

SCCN will close promptly at 6pm each evening. If your child is not collected at the end of the school day, our safeguarding processes will begin and SCCN is obligated to contact Social Services.

Parent/guardian INITIALS

SCCN INITIALS

2. PAYMENT POLICY

School Unique Reference Number 102560

Registration Date: April 2006

All fees are to be paid strictly one month in advance by the 5th working day of the month.

Payment should be made by bank transfer – details below:

Bank Name: Barclays Bank PLC
Bank Branch: Kingston upon Thames
Bank Sort Code: 20 46 73
Bank Account Number: 70810118

1. Late Payments - Parents are responsible for ensuring that their invoice is paid on time including any voucher payments. A late payment charge of 10% of the outstanding amount for the month will be levied if bills are not settled by the 15th of the month. We will delay making a late payment charge if we have been informed in advance, if the matter is resolved within days and only happens infrequently. Please speak to the Head teacher if you are experiencing difficulty making your payments on time.
2. If you wish to make payment by childcare voucher, alongside bank transfer payment, please ensure these are organised prior to your child starting to ensure these voucher payments are made in advance.
3. Fees are payable at all times for the contracted hours agreed even if your child is absent. Please note that where fees are funded by a college/university/etc. these are normally only paid whilst the parent/carer attends the course i.e. term time only. Any additional days/hours you wish your child to attend over and above agreed funding must be paid for by the parent/carer.
4. **Four weeks written notice** must be given for any changes to the contract agreed upon.
5. The Agreement Form must be completed and signed in advance of your child starting at SCCN.
6. **Special Payment Arrangements**

Sickness

A reduction of 25% of the fees may be given after one weeks notified absence due to sickness i.e. your child must be absent for over a week and the discount is on the second and subsequent weeks.

Holidays

A reduction of 25% of the fees for the absence period may be given. Parents must claim this discount in writing at least 10 days before the start of the holiday.

Parent/guardian INITIALS

SCCN INITIALS

3. SETTLING IN CHILDREN

At Surbiton Children's Centre Nursery we believe that relationships are really important. Settling into a new place or making a transition or change, whatever age you are, is all about making relationships and attachments with new people. We aim to make the settling in period a happy and enjoyable experience for both children and their parents/carers. We have a period of gradual entry for all children; this enables small groups of children to have the correct support they need to settle into Nursery.

We really want the settling time to go well for you and your child. We know that a little time spent on the first few days and weeks of your child's time at nursery can help them feel welcome and cared for; it helps their wellbeing. Therefore, at the beginning of the autumn term, children are gradually admitted over a period of two weeks.

When your child first starts nursery they don't know us and we don't know them – we are strangers.

When your child first starts nursery you don't know us and we don't know you – we are strangers.

In everyday life you would not leave your child with a stranger – it is the same when your child starts nursery – you cannot just leave your child with strangers!

Parents/carers of children accessing extended day care are encouraged to stay and support their children during this settling in period until both the parent and child are confident. We are aware that, even for children who have had previous experience in nurseries and playgroups, the Nursery is a new environment with different adults and settling children can sometimes take a little time. We wish all children to have a positive first experience at Surbiton Children's Centre Nursery in order to foster a secure foundation for later learning.

The children will have a home visit prior to starting. They cannot start unless we have met with you and your child (this doesn't have to be at your home it can be arranged for another place including the Nursery itself)

You will discuss with the team how your child will settle. All children on their first day have a taster session. This can be up to 3 hours depending on how confident the child is at being left. No child is left to cry or be distressed for any period longer than 15 minutes and we would expect a parent/carer to be available to collect their child if they are distressed during their taster session. Parents are welcome to stay on site during this time.

Please remember:

- You should not arrive before 8.30am on the first day
- On the first day, your child should only stay at SCCN for the universal funded early years session (up to three hours)
- The team will discuss arrangements for increasing the length of time your child spends at SCCN on subsequent days during the first week at the home visit, or until s/he is settled and happy to stay.
- Children will stay for lunch (AM session) or have lunch first (PM session) on either their second day or subsequent day once settled.
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- Please be prepared to stay and support your child or be available for us to call, if necessary, during the first week
- Children will be admitted before part time children to ensure supportive settling in as close to the beginning of term as possible.

Parent/guardian INITIALS

SCCN INITIALS

4. TERMS AND CONDITIONS

1. Fees/charges are used for the extra costs incurred over and above the government funded nursery provision and cover: staffing, food, equipment, and general running costs.
2. A deposit of £250.00 is required to secure an extended day care place. The deposit will be returned to you once all outstanding charges have been settled at the end of the contract term. A cheque will be posted to your home address and it is your responsibility to advise SCCN if your home address changes.
3. No reduction in fees will be given for any absence except as agreed.
4. Fees will be charged at 50% for any extended closures due to unforeseen circumstances (extended closures are those which are for more than 1 day).
5. Details of planned closures will be provided at the commencement of the contract and thereafter at the beginning of the school year.
6. **Four weeks written notice** must be given to any changes to the contract agreed upon.
7. **Four weeks written notice** is required for the termination of the contract. Notice may be given by the parent/guardian or by the Head teacher/Governing Body. The Head teacher has the right to terminate the contract if the terms and conditions are not adhered to.
8. In the event that you wish to terminate your contract a part time place will be offered as soon as one becomes available.
9. Once your child takes up a nursery place, fees are to be paid in advance by the 5th working day of the month.
10. In the event of non-payment of fees, the following steps will be taken:
 - a) You will be notified in writing via email of the monies owing to SCCN
 - b) For continued non-payment by the 15th of the month and contact from you has not been received, you will be notified again in writing and advised that your child's place will be terminated should full payment of arrears not be made.
 - c) You will forfeit your extended day care place and you will be offered a universal early years education place if available.
11. Overpayment by childcare vouchers should be avoided where possible and any refund due should be claimed directly from the childcare voucher provider.
12. Fees will be reviewed regularly and may be revised by the Governing Body. Four weeks' notice will be given for any revision of fees.
13. Late collection charges will be made and based on the contracted time of collection.
14. Parents/guardians must provide contact telephone numbers and notify the school office of any changes as soon as possible. (office@sccn.rbksch.org)
15. Parents/guardian must sign children in and out from Ladybirds.
16. The School cannot accept responsibility for loss or damage to clothing, jewellery and other possessions brought to the school.
17. Parents should drop off at only the agreed times as per their contract. Alternative arrangements must be agreed in advance, by the Head teacher.

Parent/guardian INITIALS

SCCN INITIALS

AGREEMENT FORM

Child's Name: _____

Please sign and return this agreement form together with your deposit to secure a place for your child and confirm your acceptance of the Terms and Conditions.

- I agree to pay fees in advance by the 5th working day of the month.
- I have read the Terms and Conditions and agree to abide by them.
- I enclose a deposit of £250.00 to reserve an extended day place/ I have made a bank transfer for the deposit to your account.
Please delete as applicable
- I understand that my deposit will be held and be returned once all outstanding fees have been settled at the end of the contract term.
- I understand that if I am claiming the 30 Hours funding it is my responsibility to establish and maintain my eligibility.**

Name: _____

Signature: _____

Relationship to child: _____

Date: _____

-----Office use only-----

Agreement form accepted on behalf of SCCN

Name and signature: _____

Date: _____

WEEKLY ATTENDANCE REQUIREMENT FORM

Name of Child: _____

Universal 15hrs Funded Early Education

Universal 15hrs Funded Early Education +15hrs Childcare (30hrs Funded) - Only available once you have confirmed eligibility via Gov.co.uk. 30hrs funded hours spread over the 49 week nursery year equals 23.26 funded hours per week.

30hrs Funding only

Eligibility Reference: _____ N.I Number: _____

Opening Hours 08:00 - 18:00

Children have 3 hours funded early education allocated each day and must attend school during that time, (Either 5 mornings 8.30 – 11.30, or 5 afternoons 12.30 – 3.30)

A minimum of 3 extended days (day = min 6 hours) per week must be purchased unless otherwise agreed by the Head teacher.

Drop off times: 08:00, 08:30 and 12:30

Pick up times: 11:30, 1.00, 15.00, 15:30, 16:00, 17:00 and 18:00

Please enter daily requirements in the appropriate box

	Drop off time	Pick up time	No of hours per day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
		Weekly Total	

Fees for unfunded hours

Additional charges: £10.00 per hour inclusive of all meals

All meals are prepared on site and we currently have no capacity for packed lunches.

In line with school policy all children are expected to attend for a minimum of five daily part time sessions.

I agree that this information can be shared with the Local Authority who will access other government departments to check the validity of my 30 hours eligibility code.

I confirm that I am responsible for advising the school should my child no longer be eligible for 30 hours funding. Failure to do so will result in fees being incurred.

Name of Parent/guardian: _____

Signature: _____

Date: _____