**TWISS GREEN NURSERY CONTRACT / TERMS AND CONDITIONS**

*These terms and conditions will be reviewed on a regular basis to ensure the delivery of the very best childcare for your child. When any changes are made we will issue a new copy of the Terms and Conditions which will require your signature.*

Parents are entitled to either fifteen or thirty free hours of nursery education(dependent on eligibility criteria) per week for their child, from the term after their third birthday. Twiss Green Nursery requires a minimum of 4 sessions each week. This could be split over two full days or a mix of morning and afternoon sessions. Twiss Green Nursery runs for 38 weeks of the year, term time only.

If you wish to access extra sessions in addition to your entitlement, you can pay for additional or top-up sessions.

**Admission Age**

3-4 years – please see School’s Nursery Admissions Policy for admission arrangements. Funded places commence the term after a child’s third birthday.

**Sessions & fees**

All sessions are Monday to Friday during term time only (see our school holiday list for dates)

Morning Session 08.45 - 11.45 3 Hours Funded Hours or £18.00

Afternoon Session 12.15 - 15.15 3 Hours Funded Hours or £18.00  
 Lunch Session 11.45 - 12.15 0.5 Hours £1.50  
 School Lunch £2.80

There is a minimum requirement of 4 sessions per week (4 half days or 2 full days).

**Funding**

To access your 30 hours, an 11 digit eligibility code needs to be obtained from: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>. This code is then to be submitted to the school to secure your child’s place. This code will need to be re-activated every 3 months, you will need to logon onto your “Government Gateway” account and complete the relevant information. The system will prompt you to do this.

**Securing a Place**

* On receipt of a nursery application form, the school will follow its nursery admissions policy to allocate your child a place.
* We will try, where possible to offer your preferred session choice. In the event that the sessions requested are not available, we will contact parents to discuss alternative options.
* Once places have been allocated, the school will contact parents to offer places and request confirmation of acceptance of the place.
* The school will issue a Parent Declaration form for completion, to confirm how you are using your funding.
* A settling-in visit will be arranged to ensure a smooth transition.

Fees

* Parents will be issued with an invoice each half-term. Invoices will be issued before each half-term commences. Invoices will be issued using SchoolPing.
* Fees must be paid by the “payment due by” date listed on the invoice.
* School will issue one reminder for late payment of fees via SchoolPing
* A late payment charge will be payable if invoices are not settled by the due date. The rate will be 5% of the outstanding balance to a maximum of £30.
* The school will provide parents with a minimum of one month’s notice of any changes to the fee structure.

Further Details

Invoices display the childcare sessions booked for each half-term, broken down into funded and paid-for hours. The invoice will also cover lunches.

* + - * Full fees will be charged for absence due to sickness and holidays taken during term time. No refunds will be given for periods of absence.
      * If the nursery is forced to close due to unforeseen circumstances e.g. snow, parents have the right to request a credit on their next invoice.

**Methods of Payment**

Payment can be made directly to school by one of the following methods:

* Directly into our bank account electronically -

(Please ensure that you reference your payment with your child’s name and the words “nursery fees” so it can be easily traced).

* Using tax-free childcare: <https://www.gov.uk/tax-free-childcare>

If you have any queries regarding payments/hours – please speak to the school office who will always be happy to help.

**Mid-term changes**

If you wish to make a change to your child’s sessions, whether this is an increase/decrease or change of days, we would ask that you give at least 4 weeks’ notice. Adjustments can only come into effect at the start of each half-term, we do not usually accommodate changes mid-way through.

Termination of contract

It is the responsibility of either party to give written notice of four weeks if a place is to be cancelled or if any changes are to be made to a child’s schedule. Please note that requests for a mid-term transfer need to be approved by the Local Authority’s Early Education Funding team.

**……………………………………………………………………………………………………………………………………………………**

**Twiss Green Nursery Contract:**

**I have read and understood these Terms and Conditions:**

**Name of Child: ………………………………………………..………………………………………………………….**

**Parent Name: ……………………………..…………………………………………………………………………………**

**Parent Signature: ………………………………………………………………………………………………………….**

**Date: ………………………………………………………………………………………………………………………………**

**(Please return this to school and keep a copy for yourself)**