

Marton Pre-school

Terms and Conditions

Definitions

Early Years Entitlement (also known as Funded Hours) - this is the entitlement of all children to access 15 hours of early learning and care based provision from their third birthday over a minimum of 38 weeks a year funded by the government. The Early Years Entitlement can be split between two different providers.

30 hours Extended Entitlement - this is the entitlement to an additional 15 government funded hours over and above the Early Years Entitlement for those children whose parents are working and meet the relevant criteria. The 30 hours Extended Entitlement can be taken over 38 weeks or over a year as 1140 hours. The 30 hours Extended Entitlement can be split between two different providers.

Extended Provision – parents can pay for extra hours at the Pre-school (if applied for as part of the application procedure and if spaces are available)

Times

The Pre-school is open during school term time only and will be closed on Marton-cum-Grafton CE VA Primary School teacher training (inset) days.

Mornings	9.00am to 12.00noon
Lunch time	12.00noon to 1.00pm
Afternoons	1.00pm to 3.10pm
All day	9.00am to 3.10pm (6 hours)

Part sessions are not permitted.

The child will arrive and be collected on time by the parent or nominated person.

30 hours Extended Entitlement

It is the responsibility of the parent to apply for the 30 hours Extended Entitlement according to government instructions and to provide the resulting proof of eligibility to the school office. This application procedure must be followed every three months and the renewal of proof shown to the school office each time.

In the event that parents are no longer eligible then the child will revert to receiving the universal Early Years Entitlement of 15 funded hours per week and the parent will need to pay for hours at the Pre-school over this.

Prices

The Early Years Entitlement (or funded hours) incurs no cost to the parent.

The 30 hours Extended Entitlement incurs no cost to the parent.

Extended Provision can be purchased at £4.50 per hour so that an additional morning session would cost £13.50 and an afternoon session would cost £9.00.

If Marton Pre-school is closed (either for a planned or unplanned closure) then the parent will not receive a refund of Early Years Entitlement for that day either in the form of hours to use at a later date or in monetary form.

Marton Pre-school

Terms and Conditions

Lunches

Children who stay all day may have a hot lunch (which costs £1.70 per meal) or bring a packed lunch.

Parents undertake to inform the school office in writing of any particular dietary needs / allergies / intolerances for their child.

Any changes to the child's meal pattern eg. from a hot lunch to a packed lunch or vice versa, must be made in writing to the school office with a minimum of two weeks' notice.

Invoices

Invoices are issued for extended provision at the beginning of each half term and relate to that half term's provision.

Invoices must be paid in full within 14 days of issue.

Failure to pay for invoiced hours will result in the child's extended provision being withdrawn so that they will only be able to attend the Pre-school for those hours for which the Pre-school receives government funding for the child's Early Years Entitlement.

Payment Methods

School Gateway - invoices and lunches can be paid in full (or the balance paid if part-paying invoices via vouchers) on Marton-cum-Grafton CE VA Primary School's online payment Gateway. More information can be found on Marton-cum-Grafton CE VA Primary School's website at <http://marton-cum-grafton.n-yorks.sch.uk/parents/payments/>.

Vouchers – Marton Pre-school accepts payment for extended provision and BAFTA club via salary sacrifice/childcare voucher schemes. We are unable to accept vouchers as payment for hot lunches or trips. Please contact Marton-cum-Grafton School office for further information.

Additional costs / voluntary contributions

Occasionally we may request a voluntary contribution towards the cost of trips, workshops or events such as a visiting theatre company etc.

Notice of increase in fees

Fees are reviewed by the Governing Body of Marton-cum-Grafton CE VA Primary School and Marton Pre-school annually in April. A notice period of 4 weeks will be given of any fee increase.

Payment Terms

Hot lunches must be paid for in advance.

Invoices must be settled within 14 days of the date of the invoice.

Late payment / debt collection

Any difficulty in paying fees should be discussed with Marton-cum-Grafton School office at the earliest opportunity in order to establish a re-payment plan.

Outstanding debts will be referred to the Local Authority Credit Control Department for recovery.

Marlon Pre-school Terms and Conditions

Change of sessions

Sessions can only be changed termly.

If parents wish to change their child's sessions then a change of hours form is available from the school office. This form must be returned to the office by the deadline for Pre-school applications for the following term as detailed in the Pre-school Admissions Policy. This form will then be processed with the Pre-school admissions applications for the next term.

Absence

An unwell child should be kept at home. If a child has suffered from vomiting or diarrhoea then the child will not be permitted to return to Pre-school until a full 48 hours has passed from the last episode of illness.

All fees for Pre-school hours are still payable during periods of absence from Pre-school, whether due to illness, holiday or other reasons and these will not be cancelled or refunded.

If the child will be absent for a session the school office must be **informed by telephone on 01423 322355 no later than 9am on every day of the child's absence.**

If a child will be coming in to Pre-school late, eg after a medical appointment, the parent will let the school office know **by 9am** whether the child will require their hot lunch. Failure to do this by the parent will result in no hot meal being cooked on that day for the child.

Before and After Pre-school childcare

Places at the Before and After School club (BAFTA) are bookable half-termly in advance. Before Pre-school sessions (8.00am to 9.00am) costs £4.00. After Pre-school sessions are charged at £5.00 per hour and children can stay from 3.15pm to 4.15pm or until 5.15pm. Pre-school children and school age children attend the same club. 30 hours Extended Entitlement hours can be used for BAFTA childcare. For further information please contact Marlon-cum-Grafton School office.

Cancellation of place / Notice period

If the parent needs to relinquish the child's place in Pre-school the parent must give at least 4 weeks' notice in writing. All payments for extended provision and hot lunches due up to the end of the notice period must be paid in full by the end of notice period. Any payments for extended provision made up to the end of the notice period will not be refunded even if the child is no longer at the Pre-school during the notice period – see the section on Absence above.

Unavoidable Closure of Pre-school

If Pre-school is closed for reasons beyond Pre-school's control eg snow, flood etc. then the parent will not be charged for any Extended Provision hours.

If Pre-school is closed for reasons beyond Pre-school's control then the parent will not receive a refund of Early Years Entitlement for that day either in the form of hours to use at a later date or in monetary form

If Pre-school is closed then the parent will be informed via our standard procedures detailed on a separate letter named 'Bad Weather' issued annually in November and available on Marlon-cum-Grafton CE VA Primary School's website <http://marlon-cum-grafton.n-yorks.sch.uk/parents/letters-home/>

Marlon Pre-school

Terms and Conditions

Late collection

Children must be collected on time at the end of their session. Children who are not picked up on time at the end of the afternoon session will be sent into the BAFTA afterschool club and the parent will be charged an hour's supervision costs for the part-hour that they are in BAFTA club.

General Administration

Parents will sign the acceptance slip overleaf and return it to the school office before their child starts at Marlon Pre-school.

Parents will provide the child's birth certificate or passport to the school office before their child starts at Marlon Pre-school. A copy of this will be taken and retained securely by the school office in the child's file.

Marlon Pre-school Terms and Conditions

I _____ (parent/parent's name/s)
confirm that I have read and agree to be bound by Marlon Pre-school Terms
and Conditions.

Signed _____

Date _____

This signed acceptance must be returned to the school office prior to your child's
start date in Pre-school.