

# GIGGLESWICK JUNIOR SCHOOL EARLY YEARS NURSERY CLASS

## TERMS AND CONDITIONS

### CHARGES FROM SEPTEMBER 2017:

Session	Times	Cost per session where chargeable excluding government funding
Morning Session**	8.30 am – 11.30 am	£16.15 (3 hour session)
Afternoon Session**	11.30 am – 2.30 pm	£16.15 (3 hour session)
<b>Additional Services</b>		
Early Morning Drop Off	8.00 am – 8.30 am	£2.40
After School Care	2.30 pm – 5.30 pm	£4.45 per hour or part thereof
Lunch		£2.00
Snack		£0.40
Lunch and snack pack		£2.20
Swimming lesson*		£4.00
Ballet lesson*		£2.50

\*Not available Nursery extended term.    \*\*Government funded subject to eligibility (Universal and Extended Entitlement Funding)

*Additional services only available in half termly blocks at unit prices detailed above. Please note the number of weeks in each half term do vary.*

1. GJS Nursery is open term time only, please see the website for published dates.
2. **Universal Government Funding** is available to all 3 and 4 year olds and commences a term after their 3<sup>rd</sup> birthday. Children eligible for this funding may attend for up to 15 hours per week at no charge.
3. **Extended Entitlement** - An **additional** 15 hours per week of government funded Early Years provision is available for working parents, subject to meeting a set eligibility criteria. Applications **must be made by parents/carer** via HMRC website.
4. Parents claiming funding are required to complete, sign and return a half-termly Session and Additional Services Agreement form (SASA). This signed agreement is required in order to process your funding and must be returned by the specified date, failure to do so will result in full fees applying as published on the school website.
5. In order to access Extended Entitlement Early Years government funding, parents **MUST** provide school with the HMRC eligibility code. Failure to produce this code each term by the date specified by school will result in full fees applying, as published on the school website.
6. All additional services including unfunded sessions, meals, snacks and some activities are chargeable at the above rates and are subject to annual review.
7. Additional services are only available in half termly blocks as per your child's SASA form. Refunds cannot be given on any Additional Services and booked sessions not taken.
8. Government funding (Universal & Extended Entitlement) **CAN NOT** be used to fund additional services.
9. A refundable deposit of £50 is due one term prior to joining. The deposit will be held on account by the School until the child's last term at Giggleswick, and refunded after the deduction of any accrued sundry charges.
10. All sessions, funded or chargeable, and additional services are subject to availability on a first come first serve basis.

#### REGISTRATION AND ENROLMENT

- In order to register and enrol a child it is necessary to complete a registration form. Places will be allocated in order of receipt, with priority given to children.
- The offer of a place will be accompanied by a formal Acceptance Form, which should be signed by the person(s) responsible for the payment of any charges which may become due from time to time (see Note 4 above). This Acceptance must be returned in order to secure the place one term prior to start date.
- During the term prior to admission, the Early Years Joining Pack will be sent to parents, together with a number of forms that should be completed and returned to the School as soon as possible.

#### PAYMENT OF CHARGES (REF NOTE 4 ABOVE)

- Any Nursery charges are invoiced half-termly in arrears; payment is due within 7 days of receipt of invoice. Any invoice query should be notified immediately and resolved straightaway.
- Absences from booked additional services, as set out in the Admissions Policy, are payable at the full rate.

#### CHANGES TO SESSIONS

- Notwithstanding notice given in accordance with these Terms and Conditions, it is assumed that children will maintain their agreed attendance levels from one term to the next.
- If you wish to increase your child's sessions or to change their day(s) of attendance, please notify the Head of Early Years and this will be arranged, subject to availability, or from the start of the next half term as appropriate. Any changes/increases in sessions must be accompanied by a new signed Session and Additional Services Agreement (SASA) reflecting the new sessions and additional services booked, these are available from the Head of Early Years.
- Subject to space and in line with Note 4 above, extra ad-hoc sessions may be arranged with the Head of Early Years and will be charged for as per the fees.
- Giggleswick Junior School Early Years may charge a late collection fee if you are late to collect your child at the end of their session. All children must be collected by 17.30.

**PAYMENT DETAILS**

Pay all invoices within 7 days of receipt by:

- Cheque – made payable to Giggleswick School
- Childcare Vouchers
- Electronically direct into our bank account

The School Bank details are as follows:

Bank Address: Barclays Bank, Settle Branch  
 Bank Sort Code : 20 78 42  
 Bank Account Name: Giggleswick School  
 Bank Account Number: 30890340

Please always use either the pupil name (surname and initials) or the invoice number as a reference when making a payment.

**FULL-TIME EDUCATION (RECEPTION CLASS)**

Children are joining Giggleswick School and we hope they will transfer to the Reception Class in the September following their fourth birthday.

**TERMS AND CONDITIONS PARENTAL ACCEPTANCE**

*Please ensure that this form is returned to the School Office prior to your child starting with us, duly signed by both parents or the person(s) responsible for the payment of the school fees.*

I\* hereby accept the offer of a place at the School for \_\_\_\_\_ with effect from \_\_\_\_\_ (date).

I confirm that the details on this form are correct.

I accept that I must discuss any changes in my child’s funded hours during a term with all Early Years providers that my child attends.

I understand that I cannot claim my entitlement across more than 2 sites in one day.

I understand that I cannot claim more than the weekly maximum of up to 30 funded hours (if eligible).

I authorised the named provider to validate the 30 hour eligibility code if provided.

I understand that if I cease to meet the 30 hour eligibility criteria I will continue to receive funding for the “grace period” only.

I authorise North Yorkshire County Council to exchange information I have provided with my child’s providers, other local authorities if my address is outside North Yorkshire and the DfE (Department for Education).

I authorise North Yorkshire County Council to exchange information about my child’s take up of the entitlement.

I authorise North Yorkshire County Council to check my eligibility for Early Years Pupil Premium enabling the appropriate funding to be paid to my early Years Provider based on Universal Hours only.

I understand that Early Years providers and the local authority are bound by the Data Protection Act and will not reveal information held on my child to a third party unless the law allows us to.

I acknowledge and agree that the terms and conditions attached overleaf to this Acceptance Form as varied from time to time form part of the contract between us/me and the School.

Nursery Class fees for non-funded sessions and additional services are invoiced half-terminly in arrears and are due within seven days.

I understand that accounts for fees and charges (including any sums due from the previous term) not paid within seven days of invoice shall be liable to interest at such rates as the Governors may from time to time agree; the current rate is 2% for each month or part thereof for which accounts remain unpaid.

I understand that I cannot be charged for any government funded sessions **once** eligibility is confirmed with the setting (proof of date of birth and HMRC entitlement code submitted).

I have received detailed information from this provider of funding arrangements and additional services available for my child and I agree to pay fees for these additional services.

I understand that if I have given any false information on this form, I may be asked to reimburse the provider.

I understand that checks on the system will be made and that I am required to show the provider my child’s birth certificate/passport as proof of his/her date of birth.

I understand that the completion of a half-terminly Sessions and Additional Services Agreement is required.

I agree that I shall observe and be bound by these Terms and Conditions as varied from time to time.

Signed by: .....  
 Parent/Fee payer\* Date

.....  
 Parent/Fee payer\* Date

\* Please delete as appropriate

*[NB: This Acceptance Form must be signed by both parents/the fee payer(s), except in the case of a single parent who has sole custody of the child.]*