



Pre-School Parent/Carer Terms and Conditions Agreement

Please read this agreement carefully and complete the details and declarations at the end.

1. Child and parent/carers details

Child's full name: _____

Date of birth: _____ Start date: _____

Parent/carers name(s): _____

Address: _____

Telephone: _____ Email: _____

2. Sessions, attendance and changes

The Pre-School is open Monday to Friday during term time, from 9:00am to 3:30pm. The available sessions are:

- Short morning: 9:00am–12:00pm
- Long morning: 9:00am–1:15pm
- Full day: 9:00am–3:30pm
- Breakfast club- 8:00am–09:00am
- After school club- 3:30pm- 4:30pm/3:30pm–6pm

Booked sessions are agreed with the school office. Fees are charged, or funding is claimed, for all registered sessions whether or not your child attends. Additional one-off sessions must be requested through the school office and are subject to availability. Sessions cannot be swapped between days because of staffing arrangements. Changes to regular sessions require the school's amendment form and will not take effect until it has been submitted. Please contact the school office to confirm the applicable notice arrangements before withdrawing your child.

3. Fees, invoices and payment

Hourly rates of £7.60 for children aged two and £6.50 for children aged three to four. Rates may change; the school will advise families of applicable changes.

Invoices are issued termly, normally in January, April and September, and cover the whole term. 50% is due before half term and the remaining 50% after half term. Payments can be made through MCAS or by accepted childcare vouchers; follow the due dates and instructions on your invoice.

A £20 late payment charge may apply if full payment has not been received by the first day of the following term. If payment remains outstanding 30 days after the full payment date, the school reserves the right to withdraw the child's place, subject to school procedures and applicable requirements. Please contact the school office promptly if you anticipate difficulty paying.

Where a parent/carers is repeatedly late collecting a child after the agreed collection time, a charge of £1 per minute may apply. The Parent Handbook refers to this charge applying when a child is regularly collected after 3:40pm (or 16:40/18:10 if using wraparound care). Please telephone the school as soon as possible if you expect to be late.

4. Early years funding

Parents/carers must provide accurate funding information and any required eligibility code, and reconfirm eligibility when asked. At the start of each term, complete the funding/headcount form confirming the hours claimed at this setting and, where relevant, at other providers.

If funding is shared between settings, parents/carers are responsible for ensuring that the total hours claimed do not exceed their entitlement and must tell the school how many hours are to be used at Cheriton Fitzpaine Primary School. Hours not covered by funding are charged at the applicable rate. Funded hours are available without requiring families to purchase optional extras.

The nursery is not responsible for issues with funding. Please contact the Early Years Team on **0345 155 1013**

5. Optional chargeable extras

Optional extras are not a condition of accessing a funded place or funded hours. Costs will be explained in advance, and reasonable alternatives will be available so that no child is disadvantaged because their family is unable or unwilling to pay.

Lunch

A school lunch is available for £2.80 per day and must be booked through MCAS. Alternatively, parents/carers may provide a packed lunch from home.

Snacks, drinks and milk

A morning snack is provided for all children during funded and charged hours. Children attending for the full day may bring an additional afternoon snack. Food brought from home must follow the school's Healthy Eating Policy and any allergy or food-safety guidance. Water is available throughout the day; please provide a named water bottle. Parents/carers may register their child for the Cool Milk programme, which provides a free portion of milk for each day attended, subject to the scheme's arrangements.

Trips and outings

The Pre-School may offer optional trips and outings that incur an additional charge. Details and costs will be shared in advance and parents/carers will be asked to confirm whether their child will attend. Children who do not attend will be offered an alternative activity at the Pre-School.

Personal items and consumables

The Pre-School does not provide personal consumables such as nappies, wet wipes, nappy bags or sun cream. Parents/carers should supply these when needed, label them with the child's name and replenish them regularly. No separate consumables charge is set out in this agreement. No general, non-itemised supplementary charge is made for enrichment, sustainability, administration or enhanced staffing. Any other chargeable service will be explained separately in advance, with its cost and alternatives made clear.

6. Items families need to provide

Please provide named spare clothes (including spare underwear if appropriate), a suitable coat and weather-appropriate items, such as an all-in-one waterproof and wellies when needed. During warmer weather, apply sun cream before arrival and provide a clearly named bottle for reapplication in line with the school's arrangements. Please name all belongings. Pre-School children are not required to wear uniform; however, Pre-School T-shirts are available to purchase from the school office.

7. Absence, illness and medical information

Please notify the school if your child will be absent and keep contact, medical, allergy and dietary information up to date. Tell the school about relevant medical conditions and complete required forms. Medication can only be administered in accordance with school procedures and the required consent. Follow the school's illness and return-to-setting guidance; we ask that children who have had vomiting or diarrhoea remain at home for 48 hours after the last episode.

8. Collection and emergency contacts

Children must be collected on time by a person authorised to collect them. Provide accurate emergency contact details and notify the school promptly of any changes. If collection arrangements change, inform the school before collection wherever possible. If an emergency or unexpected delay occurs, telephone the school as soon as you can.

9. Policies, communication and complaints

The Pre-School is part of Cheriton Fitzpaine Primary School and operates under the school and Exe Valley Federation policies, including safeguarding and complaints procedures. Parents/carers are expected to read and follow relevant policies and work in partnership with staff to support their child. MCAS is used for payments and school information; please keep your contact details current. Raise concerns with staff or the school office in the first instance. Copies of policies can be requested from the school office or found on the Exe Valley Federation website.

10. Application and required forms

A place can only be reserved once an application has been received. The school will contact families to confirm a place and arrange a settling session. Before the child starts, return the forms requested by the school: Intimate Care Form, Tooth Brushing Form, Parent Form, SOE3 parental consent for off-site activities, and the child's birth certificate. Further information may be requested where needed.

11. Help with childcare costs

Depending on eligibility, families may be able to get help with additional fee-paying hours or sessions through Universal Credit or Tax-Free Childcare. These schemes may not cover optional chargeable extras. Please check current eligibility rules and payment arrangements with the relevant scheme.

Parent/carers declaration

I/we confirm that I/we have read and understood this agreement and the relevant information in the Cheriton Fitzpaine Primary School Parent Handbook. I/we agree to keep the school informed of changes to contact, medical and funding information, and understand that booked sessions, fees and optional charges will be managed in line with this agreement and the school's current policies.

Parent/carers signature: _____ Date: _____

Parent/carers signature: _____ Date: _____

Please return the completed agreement to the school office.