**Extended Hours Places at Freshfield Nursery School Sept 23**

**Contract, Booking Form and Terms and Conditions**

**Please complete, sign and return to school**

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| **Child’s Name** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Child’s Date of Birth** | | | | | |  | | |  | | | **/** | | |  | | | | |  | | | **/** | | | | |  | |  | | | |  | | |  | | |
| **Child’s Usual Session** e.g. MTW/WTF/30 hours | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please give us details of the extended hours you are requesting:**  e.g. Wednesdays PM, Friday PM, After School Club | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Days of week (Please select)** | | | | | | **Mon** | | | | | | **Tues** | | | | | | | | **Wed** | | | | | | | | **Thurs** | | | | | | **Fri** | | | | | |
| **Breakfast Club** 8.00 am to 8.30 am - £4.25 per session | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | |  | | | | | |
| **After school club** 2.30 pm to 3.30 pm - £6.50 per hour | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | |  | | | | | |
| **After School club** 3.30 pm to 4.45 pm - £6.50 per session | | | | | |  | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | |  | | | | | |
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| **Eligibility Code**  If funding additional hours through 30 hours funding | | | | | |  | |  | | |  | | |  | | |  | | | | |  | | |  | |  | | | | |  | | |  | | |  | |
| **30 hours funding - parents’ details**  ***Please note the parent details you supply MUST be the parent who created the childcare services account on the HMRC website.*** | **Parent’s NI number** | | | | | | | | | | | | | | | **Parent’s DOB** | | | | | | | | | | | | | | | | | | | | | | | |
| **Name parent 1/Carer 1** |  |  |  |  |  | |  | |  |  | | |  | | |  | |  | | | / | | |  | |  | | | / | |  | |  | | |  | | |  |
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| **Paid For Hours** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I am not eligible for extra funding via 30 hours and will be paying for the extra hours. (please tick if applicable)** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Number of paid hours per week requesting** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |

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| **Amendments to Funded Hours Claimed through 30 hours Funding** |
| * **All funded hours’ bookings are for at least one full term in advance.** * **Cancellations must be made 2 weeks before the end of a full term.** |
| **Amendments to ‘Paid For’ Hours** |
| * **Bookings must be made for at least one half term.** * **We do not accept adhoc requests except in emergencies.** * **Amendments to ‘paid for’ hours must be requested at least 2 weeks before the end of a half term.** |

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| **Extended hours Available at Freshfield** | | **Costs** |
| **30 hours places** | **Mon to Fri 8.30am – 2.30pm/Tues to Thurs 8am-3.30pm/Mon to Thurs 8am-3.30pm** | **30 hours funding initiative or ‘paid for’** |
| **Breakfast club** | **8 am to 8.30 am daily** | **£4.25 per session including breakfast** |
| **Wednesday or Friday care** | **11.30 am to 2.30 pm or to 3.30 pm Wednesdays or Fridays** | **£6.50 per hour** |
| **After School Club** | **2.30 pm to 3.30 pm** | **£6.50 per session** |
| **After School Club** | **3.30 pm to 4.45 pm** | **£6.50 per session** |
| **Other Hours** | **Please enquire direct to school** | **£6.50 per hour** |
|  | | |
| **Office use only:** | **Code checked dates:** | **Eligible Yes/No** |

***Please see overleaf our terms and conditions and to sign***

**Terms and Conditions**

**30 Hours Funding**

Parents eligible for the 30 hours offer (whether claiming for the whole 30 hours or part extended hours as above) will provide school with an eligibility code which will be checked on a termly basis. We also require NI numbers and DOBs for parent(s).

***Eligibility codes must be renewed on a termly basis by the parent and if the parent ceases to meet the 30 hours’ criteria they will continue to receive funding only for the ‘grace period’.***

* Any hours over the 30 hours incur a cost at the rate of £6.50 per hour, paid half termly in advance.
* Parents who are not eligible for the 30 hours can request extended hours at a cost of £6.50 per hour, payable half termly and in advance.
* Breakfast club is charged at £4.25 per session.
* Regrettably, non-payment will result in the place being rescinded immediately.
* Once you have booked and paid for a place, the fee is non-refundable.
* Absence/holiday weeks are still payable. Sickness absences are still payable. Long term absence or absence due to hospitalisation must be reported to the Headteacher.
* I understand and agree to Freshfield Nursery School’s Bad Debt Policy and Procedures displayed on the website www.freshfield.stockport.sch.uk/policies
* Payment can be made in cash or cheque payable to Freshfield Nursery School, card or PayPal payment via Parentmail Parentpay facility and via online banking. We can accept payments via your company’s childcare voucher scheme. Further details can be found http://www.hmrc.gov.uk/calcs/ccin.htm
* I authorise Stockport Council to exchange information I have provided with my child’s EY providers, other local authorities if my address is outside of Stockport and the DfE (Department for Education).
* I authorise Stockport Council to exchange information about my child’s take up of the entitlement.
* I authorise Stockport Council to check my eligibility for 2-Year-Old Funding/30 hours’ childcare/DAF/Deprivation/Early Years Pupil Premium/Free School Meals as required, enabling the appropriate funding streams to be paid to my Early Years Provider.
* I understand that I cannot claim more than 1,140 hours per year and a weekly max of 30 hours (if eligible) or across more than 2 sites.
* I understand that Early Years Providers and the Local Authority are bound by the Data Protection Act 2018 and will not reveal information held on my child to a third party unless the law allows us to. For further information about how the LA and/or DfE store and use this data please go to the following websites:

https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/

https://www.stockport.gov.uk/privacy-notices/stockport-family-early-years

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| **Please ensure this section is completed and signed** | | | |
| **I confirm the details stated on this form are correct and I agree to the terms and conditions of this contract.**  **(please tick as appropriate)** | | **I Agree** | **I Do not agree** |
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| **I authorise Stockport Council to check my eligibility of the 30 hours’ childcare as required, enabling the appropriate funding streams to be paid to my early years’ provider.**  **(please tick as appropriate)** | | **I Agree** | **I Do not agree** |
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| **Name (PRINT)** | **Signature** | **Date** | |
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