



# Extended Hours Places at Freshfield Nursery School Sept 23 Contract, Booking Form and Terms and Conditions

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

|  |     |      |     |       |     |   |  |  |  |  |
|--|-----|------|-----|-------|-----|---|--|--|--|--|
| <b>Child's Name</b>  |     |      |     |       |     |   |  |  |  |  |
| <b>Child's Date of Birth</b>   |     |      | /   |       |     | / |  |  |  |  |
| <b>Child's Usual Session</b> e.g. MTW/WTF/30 hours   |     |      |     |       |     |   |  |  |  |  |
| <b>Please give us details of the extended hours you are requesting:</b> e.g. Wednesdays PM, Friday PM, After School Club |     |      |     |       |     |   |  |  |  |  |
| <b>Days of week</b> (Please select)  | Mon | Tues | Wed | Thurs | Fri |   |  |  |  |  |
| <b>Breakfast Club</b> 8.00 am to 8.30 am - £4.25 per session   |     |      |     |       |     |   |  |  |  |  |
| <b>After school club</b> 2.30 pm to 3.30 pm - £6.50 per hour   |     |      |     |       |     |   |  |  |  |  |
| <b>After School club</b> 3.30 pm to 4.45 pm - £6.50 per session  |     |      |     |       |     |   |  |  |  |  |

|  |  |  |  |  |                           |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|---------------------------|--|--|--|--|---------------------|--|--|--|--|--|--|--|--|--|
| <b>30 Hours Funding - Eligibility Code</b>   |  |  |  |  |                           |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
| If funding additional hours through 30 hours funding   |  |  |  |  |                           |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
| <b>30 hours funding - parents' details</b><br><i>Please note the parent details you supply MUST be the parent who created the childcare services account on the HMRC website.</i>  |  |  |  |  | <b>Parent's NI number</b> |  |  |  |  | <b>Parent's DOB</b> |  |  |  |  |  |  |  |  |  |
| <b>Name parent 1/Carer 1</b>   |  |  |  |  |                           |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
| <b>Print Name:</b>   |  |  |  |  |                           |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |
| <i>It is the parent's responsibility to obtain their voucher code before the start of term and to ensure they are revalidated by their end date. Voucher codes obtained after the term starts, although valid, cannot be used until the following term. A voucher code can be revalidated 28 days before the end date.</i> |  |  |  |  |                           |  |  |  |  |                     |  |  |  |  |  |  |  |  |  |

|  |  |
|--|--|
| <b>Paid For Hours</b>  |  |
| 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   |  |

| 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                            |
| <b>Office use only:</b>                | <b>Code checked dates:</b>  | <b>Eligible Yes/No</b>                    |

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

## Terms and Conditions

- 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](http://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 payment facility and via online banking. We can accept payments via your company's childcare voucher scheme and Tax Free Childcare. Further details can be found <http://www.hmrc.gov.uk/calcs/ccin.htm>
- I authorise Stockport MBC 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 (Dept of Education).
- I authorise Stockport MBC 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 I cannot claim my entitlement across more than 2 sites.
- I understand that if I cease to meet the 30 hours eligibility criteria, I will continue to receive funding for the 'Grace Period' only.
- I understand that Early Education hours are delivered completely free of charge to parents. I should not be charged top up fees or a non-refundable deposit but may be charged for consumables and services.
- I understand that Early Years Providers and the Stockport MBC 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 Stockport MBC and/or DfE store and use this data please go to the following websites:  
<https://www.stockport.gov.uk/privacy-notice/stockport-family-early-years>

### **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 for additional hours except in emergencies.
- Amendments to 'paid for' hours must be requested at least 2 weeks before the end of a half term.

## Please ensure this section is completed and signed Please tick as appropriate

|  |                  |                |
|--|------------------|----------------|
| I confirm the details stated on this form are correct and I agree to the terms and conditions of this contract.  | I Agree          | I Do not agree |
| I accept that I am NOT able to change my child's funded place during a term except for the following exceptional circumstances: family moving to new house, change in child's primary carer, change of employment and/or health and safety concerns i.e. child with long term sickness/child protection. | I Agree          | I Do not agree |
| 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.   | I Agree          | I Do not agree |
| <b>Name (PRINT)</b>  | <b>Signature</b> | <b>Date</b>    |
|  |                  |                |