



TERMS AND CONDITIONS

These terms and conditions form part of your contract with Codicote Childcare and Pre-School and are legally binding. By sending your child to our provision, you will be deemed to have accepted the following terms and conditions.

Child's legal name(s):..... Child's legal surname:.....

Address and postcode:

.....Date of birth:

- To register your child for Codicote Pre-School you must complete in an 'Application to Join Form'.
- Fees for children aged 9-23 months are charged hourly at a rate of £11.45/hour.
- Session fees for children aged 2-4 based up at the Pre-School are charged at £20.50/session or £41.00/full day.
- Session fees for children aged 3-4 based at Codicote Primary School are charged at £24.00/session or (for those who are using funding), £5.00 for the additional time over the funded hours or a £2.00 consumables fee (for those who are using stretched funding to cover 14:55-15:20).
- Fees must be paid by the date specified on the invoice or agreed payment plan.
- Fees must still be paid if a child is off sick, takes holiday or the setting has to close in case of an emergency.
- Half a term's notice must be given in writing for any reduction in the number of sessions or if your child will be leaving preschool.
- Fees for that half-termly notice will apply, regardless of attendance.
- Codicote Pre-School must be in receipt of fees owed for your child to attend sessions.
- The fees are annually reviewed by the committee.
- Bank transfer/Childcare vouchers / Government childcare scheme are accepted for payment of fees.
- To receive funding, you must return a fully completed Local Authority Funding Form and provide a valid eligibility code by the 1st of the month preceding the term(s) that you wish to claim funding. For example, for the term beginning



January 2027, you must return the form and eligibility code by 1st December 2026.

- You are responsible for the payment of any fees if (for whatever reason) the Local Authority does not pay your child's funding.
- If you are paying via Childcare Vouchers or Tax-Free Childcare, you are responsible for the prompt payment of any fees if payment is not made on time by these schemes.
- If you are paying via Childcare Vouchers or Tax-Free Childcare, you agree to begin the payment process three working days before our invoice payment date (or the written agreed payment date) to ensure that we are paid on time.
- We reserve the right to charge late fees at the rate of 5% of the total invoice cost if fees are not paid (for whatever reason) by the invoice due date or the written agreed payment plan.
- We reserve the right to suspend your child's place (without notice) if fees are not paid by the invoice due date or by the written agreed payment plan
- We reserve the right to withdraw your child's place (without notice) if fees are not paid by the invoice due date or by the written agreed payment plan.
- We reserve the right to suspend your child's place (without notice) if, in our opinion, the behaviour or words of either the child or their carer causes offence to others or presents a safeguarding risk to others.
- We reserve the right to suspend your child's place (without notice) if, in our opinion, the behaviour or words of either the child or their carer causes offence to others or presents a safeguarding risk to others.
- In the case(s) of suspension or withdrawal of a placement, outstanding fees are still payable.
- In order to help your child settle and to get used to our routine, we require the child to be signed up to a minimum of 2 sessions per week.
- You agree to abide by our policies and procedures which can be found on our website. (Paper copies can be provided on request for an advance admin fee of £15 to cover the cost of collating and printing).



ADDITIONAL TERMS AND CONDITIONS (CODICOTE SCHOOL SITE)

AS WELL AS THE ABOVE TERMS AND CONDITIONS, THE FOLLOWING TERMS AND CONDITIONS RELATE TO ALL THOSE WITH CHILDREN WHO ATTEND OUR WRAPAROUND NURSERY PROVISION ON THE SITE OF CODICOTE SCHOOL.

- Places for our provision on the site of Codicote Primary School will only be allocated to those children who are registered as attending the morning nursery class at Codicote Primary School.
- By accepting a place at our afternoon provision on the site of Codicote School, you agree:
 - (1) That your child will stay for the full session between 11:55-15:20, except for occasional exceptional circumstances as agreed in writing with the Room Leader, Pre-School Leader or Deputy Leader.
 - (2) To pay for the additional fee(s) for the time charged between 14:55-15:20 (paying in the usual way as set out in the above terms and conditions).
 - (3) To arrive on the site of Codicote Primary School *no earlier* than 15:10 on the day(s) that your child is attending our afternoon provision on the school site.
 - (4) To not allow your child to play with any of the school's equipment once you have collected your child from our wrap around nursery provision.
- You understand that the wrap around nursery provision on the site of Codicote School is wholly run and managed by Codicote Pre-School (not Codicote Primary School).
- Any comments or queries relating to the wrap around nursery provision on the site of Codicote School should be directed to the Pre-School Leader or Deputy Leader (and not the school office).
- You agree to abide by the rules and regulations of Codicote Primary School whilst on their site.
- You agree to abide by the Policies and Procedures of both [Codicote Pre-School](#) and [Codicote Primary School](#).



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

AGREEMENT

I agree to the above terms and conditions.

Signed (parent/carer):

Print name:..... Date:.....