

## **Monkfield Park Care and Learning Centre**

### **Current Terms and Conditions (Effective from 1st January 2020)**

**In order to provide the best possible childcare at Monkfield Park Care and Learning Centre (C&LC), it is necessary to impose certain operating standards. The C&LC has endeavoured to keep the following to an absolute minimum ensuring that they are fair to both parent/carer and the provider.**

#### **Hours**

Monkfield Park Care and Learning Centre is open from 8.00 am to 6.00 pm, Monday to Friday, fifty weeks a year. It closes between Christmas and New Year plus Bank Holidays, and on Training Days in line with Monkfield Park Primary School.

#### **Early Years Education Funded Sessions (15 hours)**

These sessions are determined and agreed by the parental contract signed each term. Pre-school aged children are entitled to a maximum of 15 funded hours per week; any additional hours indicated on the parental contract will be chargeable in line with our fee paying terms and conditions.

#### **Early Years Education Funded Sessions (30 hours)**

These sessions are based upon eligibility and withdrawn following the expiry of the grace period if a parent/carer no longer meets the eligibility criteria as indicated to them by the Local Authority.

#### **Fees**

Fees are payable monthly by cash, cheque, childcare voucher or tax-free childcare (see [www.gov.uk/tax/free-childcare](http://www.gov.uk/tax/free-childcare) for details) and must be paid by the date shown on the invoice, in order to keep accounts up to date. Fees are reviewed annually and at least one month's notice will be given of any changes.

#### **Late Charge**

There will be a late pick up charge of £10.00 per child per 15 minutes after the booked session has ended (see Collecting Children Procedure).

#### **Late Payment of Invoices**

If fees are not paid by the specified date on the invoice, a late payment charge of £20.00 per invoice will be incurred. If no payment is received a debt collection process will commence.

#### **Discretionary Circumstances**

If a situation arises whereby you are facing financial hardship please contact the Manager before your payment due date as per your invoice.

#### **Attendance**

A child's term time place is for a minimum of three months, with an additional month's notice. Minimum part-time attendance is two sessions, and the minimum chargeable unit is one hour.

## **Absence**

In order to retain a place, full fees are payable for any absences during term time from paid pre-school sessions, Breakfast and After School Club sessions. All booked Holiday Club sessions must be paid for\*. If a child is excluded from the school or the Care & Learning Centre fees will be refunded.

## **Cancellation**

One month's written notice is required to cancel a term-time place, during which time full fees are payable. Once booked Holiday Club sessions cannot be cancelled.

## **Emergency Closure**

Occasionally it may be necessary to close the Care and Learning Centre due to circumstances beyond our control. Fees will be payable on these days (see Emergency Closure Procedure)

## **Industrial Action**

If the Care and Learning Centre closes due to staff industrial action then any fees payable for booked sessions which have been missed will be credited.

## **Withdrawal**

The Care & Learning Centre reserves the right to withdraw a child's place, following discussion with parents/carers and in line with Monkfield Park's policies and procedures.

## **Collection by others**

If the parent/carer is unable to collect their child, they must inform the Care & Learning Centre by phone, email or letter as to who will be collecting their child.

## **Policies and procedures**

Monkfield Park Care and Learning Centre policies and procedures are reviewed by its Governing Body. These policies and procedures are available to all parents/carers via the website, and paper copies on request; these regulate how the Care and Learning Centre is managed.

## **Annual review**

Monkfield Park Care and Learning Centre reserves the sole right to amend the Terms and Conditions at any time, to comply with legislation or operating requirements. Changes will be notified to parents/carers in writing and will supersede all preceding Terms and Conditions.

## **Tax Credit**

For details of tax credit that could assist you with your childcare fees, please call the tax credit helpline on 0845 300 3900 (text phone 0845 300 3909) or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits).

\* This is to ensure that expected revenue is received on all pre-booked places to cover staffing costs.

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**Name of Parent/Carer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name of Child:** \_\_\_\_\_ **Date:** \_\_\_\_\_