

Leverton C of E Academy - EYFS Provision

REGISTRATION FORM & TERMS AND CONDITIONS



Name of Child: _____ DOB: _____

Please provide details of parents/guardians below:

Name:	Name:
Relationship to child:	Relationship to child:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:

Booking sessions:

- **All 3-4 year olds are entitle to 15 hours of funded education for 38 weeks of the school year.** You do not need a code to access this element of the childcare
- **Some families are entitled to 30 hours of extended funded hours.** You must apply using the links below before the end of each school term to secure a place for next term. Parents who already have an eligibility code must re-confirm their eligibility for 30 hours every three months. To see if you are eligible for 30 hours of extended funded sessions for 3-4 year olds please check here: <https://www.childcarechoices.gov.uk/>
- **Some families are eligible for funded sessions for 2 year olds.** To find out if you are eligible please visit this website <https://www.nottinghamshire.gov.uk/care/early-years-and-childcare/help-with-childcare/funded-early-years-places-for-two-year-olds>
- Use the table below to indicate the sessions you would like your child to attend. Blue sessions are eligible funded sessions, all others are charged at the rate shown. You may choose to request additional sessions to those that are funded at the rate shown. **15 hours equates to 5 of the blue sessions, 30 hours equates to 10 blue sessions**
- **Booked sessions remain in place throughout a term. If you would like to request a change in these we require a months' notice. Wrap around sessions are not included in children's funded hours these are at an additional cost.**

Please complete the form below with the hours you would like your child to attend. Funded hours can only be used on the blue sessions below. All other sessions are charged at the rate shown. Please note that your requested sessions will be confirmed by the school and are not guaranteed until you receive confirmation of these.

Session & Time	Cost	Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 8.00-8.45	£3.00	45mins					
AM session 8.45-11.45	£15	3 hours					
Lunch Club 11.45-12.15	£2.50	30mins					
PM session 12.15-3.15	£15	3 hours					
Twilight club 3.15-4.15	£5	1 hour					
Full Day 8.00-4.15	£40	8.15 hours					

Total number of hours funding being requested at Leverton Church of England Academy _____

I would like my child to start on/in _____

Will you be claiming funded hours through another provider? YES/NO

If yes - please provide the name of the other provider _____

If yes - are you happy for us to contact the other provider in order to work alongside them?
YES/NO

Signed _____ Dated: _____

Name: _____ Relationship to child: _____

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EYFS - Terms and conditions

At Leverton Church of England Academy we believe in providing firm foundations from the very beginning where children feel safe, secure and happy. Our Early Years team understands that each child is a unique individual. We work with parents to ensure their child starts gets the best possible start to our school where they will thrive and flourish in their own way and at their own pace. Parents/guardians are expected to give their support and encouragement to the aims of the setting. These terms and conditions relate to the contract between Leverton Church of England Academy.

Registration

Children will be considered for entry to our setting when a completed application form with requested sessions has been returned. Once received parents will be contacted confirming the days and sessions attending. Changes to any sessions must be done in consultation with the school office and will be dependent on availability. School require a months' notice to change sessions. Where parents are asking for an additional ad-hoc session this will only be accepted where there is capacity in the room and where this is an exceptional circumstance. Contact school as soon as possible if you require an additional session to your contracted hours.

Standard terms and conditions

Acceptance of this place is on the basis that changes may be made from time to time to these standard terms and conditions, the level of fees and to the curriculum and services.

Opening Hours

- The setting is open from 8.00 am-4.15pm. We open for 38 weeks of the year spread over 6 half terms. Our core funded hours are 8.45-11.45am and 12.15-3.15pm, wrap around sessions are not included in the children's funded hours these are additional. We close for half terms, Christmas, Easter and summer and all bank holidays. Session times and prices can be found in the application form.
- **Children must be collected promptly.**
- Late collection will result in a £15 charge per 15 minutes unless this runs into another session, the full session then becomes payable.
- If you know you are going to be late, please arrange for somebody else to collect your child and telephone the school office to inform us of who will be collecting, along with a description and password, so that staff are aware of who to expect.
- Withdrawal of extended services following 3 late collections in a month.

Child's health

Parents must ensure school have an up to date record of your child's medical information. If your child is ill and cannot attend their session the office must be notified and adhere to any advice given to prevent the spread of infectious diseases. Parents must follow the government guidelines in place at the time, related to the Coronavirus (or any other) outbreak. Full fees still apply in the event of a child not attending due to illness.

Parents and guardian's authority

In loco parentis: The parents authorise the school to act in loco parentis in all respects. Parents/Guardians consent to the use of such physical contact with the children as may be lawful, appropriate and proper for teaching and to provide comfort to a child in distress or to maintain safety and good order. Parents/Guardians consent to school contacting the emergency services or medical professional where we are concerned about a child's health where a parent/guardian cannot be contacted in time.

Starting with us

Where possible we will try to accommodate your requested sessions and start date. Before starting your child will be allocated a Key Worker, and it is important that you make an appointment with this Key Worker to bring your child to the setting so you can meet and discuss your child and any requirements and any personal traits we will need to know about. I.e, toileting, allergies, sleep habits etc. This must take place before your child starts with us.

Payment of fees

Invoices will be sent out by the 27th of each month and payments must be made by the 5th of the next month. If fees remain outstanding after the 5th of the month, the setting will reserve the right to add a £20 charge for late payment of the fees. If the fees are still outstanding by the 12th and no attempts have been made to settle the account, the setting reserves the right to terminate to contract. Such items will be recoverable by action, if necessary by a small claims court.

- Fees are paid through bank transfer only. Bank details can be found on your invoice.
- Fees are the joint responsibility of each person who has signed the application form.
- Fees will not be refunded or waived for absence through sickness, holidays or for any other cause.

Fees and extras

Fees cover the normal curriculum and include morning and afternoon snacks. Parents must provide a nutritious packed lunch or a school lunch can be ordered. Please note that lunches are booked and paid for using 'Teachers 2 Parents' app and are not part of the invoices you receive.

Nappies, wipes and barrier cream must be provided by the parent and kept restocked.

Changes to or Cancellation of the Contract.

If your child has been placed on our waiting list, you will be contacted should a place become available. Please advise us immediately if you no longer require the space.

In the event of a parent/guardian withdrawing a child immediately, the parent guardian will still be due to pay the rest of the half term in lieu of notice.

Leverton Church of England Academy reserves the right to terminate a child's place with immediate effect if a serious breach of these terms and conditions occur or if the termination of the place is considered by the setting, in its absolute discretion, to be in the best interests of the setting and/or of the continuing welfare of the other children. There would be no refund of fees in these circumstances, fees in lieu of notice would not be charged.

We require one calendar months notice if you wish to cancel your place at our setting or change the times and days of your sessions. A confirmation of new sessions and start date will be re-issued in this instance.

Weather restrictions/Act of God

If the weather becomes severe or causes us to have concern of the welfare of children or staff, we will call and ask the parents to collect their children from the setting. No refund will be made in this event.

Liability

We accept no responsibility for any loss suffered by parents arising directly or indirectly as a result of the setting being temporarily closed or the non-admittance of your child to the setting for any reason. This applies to absence due to sickness, holidays and bank holidays. We accept no responsibility for children whilst in their parent's care on the school premises. I.e. prior to arrival or pick up. We will make reasonable endeavours to keep parents and/or children's property in good order, liability of damage for such property is excluded except where caused by our negligence.

Insurance

Leverton Church of England Academy undertakes to maintain those insurances which are prescribed by law. All other insurance is the responsibility of the parents. It is also the parent's/guardians responsibility to ensure that all children's clothes are labelled and that no items of value are taken into the setting. No responsibility will be accepted for loss or damage of items.

Special precautions

The setting must be notified in writing, immediately, of any court orders or situations of risk in relation to the child for which any special precautions may be needed.

Concerns/Complaints

If you have any concerns or complaints, please raise these with the school immediately and where necessary follow the schools complaints procedure.

I hereby declare that I have read and understood these terms and conditions upon accepting a place within the Early Years at Leverton C of E Academy. Parents/guardians must complete and sign the section below.

Name of Child: _____

Parent/Guardian Name: _____

Relationship to child: _____

Date: _____

Signed: _____

Parent/Guardian Name: _____

Relationship to child: _____

Date: _____

Signed: _____