



Welcoming | Involving | Evolving  
Oxhey Early Years Centre

## OXHEY EARLY YEARS CENTRE: TERMS AND CONDITIONS - ORANGE ROOM May 2017

Name of Child .....

Thank you for your interest in a place at OEYC.

Places are allocated in accordance with the Admissions Policy and are dependent on the nature of the place you require and number of hours. Applications for more hours take higher priority on the waiting list. We will contact you when a place becomes available. Please note that we are unable to guarantee a place upon application and year on year we are unable to predict the nature or time of allocation.

### Registration Fees:

1. If your child is receiving **only Free Hours**, you will not have to pay an administration fee.
2. You will need to pay a £25 non-refundable fee for sessions other than longer day care. This is not a guarantee but an 'administration' fee to process your application and maintain your place on the waiting list.
3. You will need to pay a £50 non-refundable fee for longer day care sessions (ie: 8-4, 8-6, 9-4, 9-6). This is not a guarantee but an 'administration' fee to process your application and maintain your place on the waiting list.

### Fees:

1. We require a deposit payment of 4 weeks in hand. This will be offset against your final invoice and will be issued once you accept your place.
2. Monthly invoices are payable in advance and are calculated per calendar month. Your first invoice will be issued at the end of the month prior to your child's start date and will require immediate payment. Your child will be unable to start until both payments are received in full. *Exceptional circumstances will be considered on written request, at the discretion of the Head.*
3. Thereafter fees are due monthly in advance on or before the 1<sup>st</sup> working day of the month, preferably by bank transfer.
4. Fees are charged at a monthly rate for the 50 weeks of the year that the Centre is open. NB: *You are charged by the calendar month so monthly fees will vary.*
5. Your invoice will inform you of the invoice period.
6. No fees are payable when the Centre is closed i.e. 1 week at Christmas, 1 week in August and Bank Holidays.
7. In Service Training Days (INSET) will be chargeable. There are 5 per year plus an 'Occasional Day'. *(This is a Government requirement for all schools and ensures quality and training of all practitioners who work with your children. As an integrated Centre we uphold the same quality standards for all our staff).*
8. In unforeseen circumstances caused by extreme weather conditions or other acts of nature or disaster, the first 2 days closed are chargeable and any additional closure days will be considered on an individual basis.
9. Full fees are payable during the **2 month notice period** if you decide to terminate your child's place here. *Please give us a full 2 months' notice of your child's intended leaving date.*
10. Full fees are payable if a child is absent due to illness, occasional days off or for family holidays. You will not be able to have another session to compensate for any hours missed.
11. All Year Round children are entitled to one week holiday (i.e. 5 consecutive days) during the year, chargeable at 33% of weekly fees, provided we are notified in writing, at least one month in advance.
12. Term-time only children who do long days (7 hours or more) will be charged 33% of weekly paid hours as a retainer fee during holidays.
13. Term-time only children funded for their 15 hours are expected to take holidays out of term-time. For any holiday during term-time your request must be in writing in advance. 9-12 and 1-4 sessions run for term-time only and there is no charge during holidays.
14. The Centre will only accept children who are registered for sessions across a minimum of two days per week. Local Authority guidelines recommend that children receiving their 15 free hours should do so over a minimum of 2 days.
15. A full fee is charged (if applicable) whether or not your child attends the full session.
16. Free hours can only be taken between 9am-12pm and 1-4pm. **A maximum of 6 free hours per day** is allowed. Any hours outside of these sessions will be charged at the hourly rate.

## **Lunches**

- 1. There are limited lunch time spaces available. Longer session children with working parents take priority. 8am – 1pm sessions are packed lunch only. Exceptional circumstances will be considered, if requested in writing to the Head of Centre.**
- 2. Free School Meals – Universal free schools meals do not apply to 3-4 year old free early education. If you think you may be eligible you need to apply to Herts County Council but places are subject to availability.**

## **Late Payment:**

1. A charge of 10% of your weekly fee for the sessions your child attends will be made for payments not received in accordance with the invoice terms, with a £5 minimum charge.
2. If your fees are in arrears by more than 4 weeks, we may not be able to guarantee a place for your child until your account has been brought up to date.

## **Notifications:**

The Centre must be notified:-

- a) Of planned absences e.g. family holidays (in writing).
- b) Of any absence on any day. Please telephone the centre to give reasons for absence. We need to know of absences through illness especially contagious or infectious diseases.
- c) If anyone other than those named on the registration form is to collect the child.
- d) If you choose to remove your child from the Centre, 8 weeks' notice in writing is required (payment is required in full for the whole notice period).
- e) If you wish to change your sessions, we require 4 weeks' notice in writing (you can use the Centre form for this).
- f) If you face any difficulty in making payments or will be making a late payment in extenuating circumstances.

## **Changes & Additions to Sessions: Forms must be completed and put in the red box outside the Office. Forms can be found in Reception.**

Additions will usually be accommodated, subject to availability. A reduction in hours can be accommodated but the usual 8 weeks notice period must be applied. Extenuating circumstances will be considered in writing at the discretion of the Head.

## **Collection of Children / Late Pick-up Charges:**

Parents/Carers are expected to collect their child on time. If you are going to be late you must let us know as soon as possible. Late collection will be charged at our hourly rate 5 minutes after collection time. For persistent lateness of more than 5 minutes you will be charged our hourly rate for every 5 minutes of lateness. .

## **Sickness:**

In fairness to other children and staff the Centre is unable to take responsibility for sick children. Parents or other emergency contacts will be phoned and are expected to collect their sick child as soon as possible. This is to minimise the spread of infection to other vulnerable young children and their families. If a child has an accident or becomes seriously ill at the Centre, staff may decide in your absence that it is in the interests of the child to seek medical attention. In signing the terms and conditions you are agreeing to this policy. The Centre will inform parents/carers with a notice displayed in the Centre of any known infections with which their child may have come into contact. Please note our Medicines and Sickness Policies. After sickness or diarrhoea 48 hours is required before a child returns to minimise the spread of infection.

## **Closure:**

The Centre will usually be closed annually for up to 1 week between Christmas and the New Year, for 1 week in August and on all the Bank holidays and Centre INSET Days.

The Centre reserves the right to amend Terms and Conditions subject to prior notification in writing.

## **Information Pack:**

These can be viewed on our website - [oeyc.herts.sch.uk](http://oeyc.herts.sch.uk). Please read carefully as they include rules and policies which you are required to abide by.

## **Parking:**

Parking on site is very restricted. You may only park in allocated bays. Alternative parking is off site. Please respect these rules to keep everyone safe.



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**I agree with all the Terms & Conditions as stated.**

**I have read & signed the 'Working Together Learning Together' Partnership Agreement and agree to abide by the rules and policies of the Centre.**

Signed.....  
**(Parent / Carer)**

Date.....

