**Grant Contract**

This contract forms part of the grant agreement with ABC123 and the parent/guardians who have registered their child for Grant sessions.

This supports the national scheme administered by local authorities to offer free early learning and childcare to all children aged 9mth to 5-year-olds, meeting certain criteria.

We only register complete entitlement for the 1140 and 570 hours per annum pro rata. Those wanting lower hours **will not be registered** and those wanting more will be gladly accepted where there is space.

Please note childcare alone is covered by this grant and all children are requested to make a disbursement payment in advance.

You **do not need to pay for food** and can bring in your own pack lunch. Sufficient food and healthy food is essential. NO Choke hazards and unhealthy items will be removed. NO chocolate, NO nuts, NO sugary items, NO crisps or sugary biscuits and NO drinks. Please provide your own cutlery. We do not refrigerate food so please provide a cool bag. Alternatively, we can provide food for a fee. If food provided by parents does not comply we will not allow parents to bring in food and they will be required to pay.

**BOOKED OVERTIME rate of £10 per hour, by email only – charged upon request, no refund**

**DO NOT DROP OFF LATE OR EARLY -There is a fee charge of £1 for every 1 minutes over contract hours for late pick ups and early drop offs.**

**Rules as set out by West Northamptonshire Council**

**The Contract is between the Parent/Carer and the Early Education and Childcare Providers. A copy of this Contract should be made available to West Northamptonshire Council and the Parent/Carer if requested** Parents/Carers with legal responsibility for the child must complete this contract before their child takes up a funded place.

Please make sure the details you use below are the same as your Tax-Free Childcare log in for the HMRC website.

Some 9mths to 5years olds are entitled to 570 hours. Funded Early Education and Childcare. Please check whether your child is entitled to a further 570 Extended hours which gives some families an annual allowance for 1140. The 570/1140 hours are split across 3 funding blocks (not school terms) and begins the funding block **after** each individual child’s birthday, on the following basis:

• A maximum of 15 or 30 hours per week

• A maximum of 10 hours in a single day

• A maximum of two Early Years Providers in one day.

**Contract terms**

• I accept and understand the following points: I am NOT able to change my child’s funded place during the funding block. If the provider accommodates such a change, at their discretion, and always with giving the Early Education and Childcare Provider full notice (as detailed in their Admissions Policy up to a maximum of 4 weeks). I understand that if I do, the funding available for my new Early Education and Childcare Provider may be affected. (Any change of hours, if agreed will be subject to a change of hours fee of £20)

• I cannot claim more than the maximum hours available for each funding block and this can be explained to me by my Early Education and Childcare Provider.

• If my eligibility for 30 hours funded place ends, I will continue to receive funding for the ‘grace period’ at this Early Education and Childcare Provider only.

• I should not be charged for the funded hours in advance or be expected to pay any top up fees for my child’s funded place.

• I have seen, agreed and signed a contract with my Early Education and Childcare Provider that details any additional costs I may be charged.

• I agree that the information I have provided will be shared with Early Education and Childcare Team, other local authorities if required, Early Education and Childcare Providers and the Department for Education who will access information from other government departments to confirm my child’s eligibility and enable the named Early Education and Childcare Provider to claim funding.

• I agree that this Parent/Carer Contract must be signed for each Funding Block to confirm the information is correct. If the information has changed a new Parent/Carer Contract must be completed and signed by my Early Education and Childcare Provider.

• I confirm that my child will use the hours I have signed for on this Parent/Carer Contract. I understand that I am only able to claim a maximum of 2 weeks absence in my child’s funded year for holidays and I will inform my Early Education and Childcare Provider of any absence.

• I understand that any false or incorrect information could lead to the funding for my child being removed

• I understand that disbursements are a voluntary contribution

• Child sessions booked are subject to availability and may be changed. We enjoy waiting lists from October to June. Session times will never be changed on a full day where 8am to 6pm is booked but in other cases we will try and fill the maximum number of spaces and will match eg an 8-1 with a 1-6

**Extra Charges - PAY ON TIME FOR VASTLY REDUCED RATES**

**Childcare may be stopped until payments are made** No cash is accepted.  Please only make payments to the food and disbursement account and YOUR CHILD’s FIRST AND SURNAME MUST BE ON THE PAYMENT

The Nannery Ltd Sort Code 30-96-09 Account No 74802560

N.B. The hours difference in the hours refers to term time and all year round.

**Disbursement**

£50 for 30/22 hours grant PAY BEFORE 1st  of each month then this is reduced to £25

£25 for 15/11 hours grant PAY BEFORE 1st  of each month then this is reduced to £15

**Total for Food, if provided, and disbursements**

£150 for 30/22 hours grant PAY BEFORE 1st  of each month then this is reduced to £75

£100 for 15/11 hours grant PAY BEFORE 1st  of each month then this is reduced to £50

**Notice** Both parties enjoy a notice period of 4 weeks, and this must be by email by midday of the day of notice, or the next day will be the notice day. Please ensure the notice has been received and confirmed by the nursery.

Immediate notice may be given for any incidents of aggression, where debts arise, for prolonged child absences, when a child is persistently late or absent without contacting the nursery, inappropriate food or dress of the child.

Signed…………………… Dated……………………………

Student’s name ……………………… …………………….