



The Old School Terms and Conditions – 1st April 2021

The Old School is an Ofsted registered provider for children aged 0–8-year-olds, it is also registered to accept the Early Years Entitlement Funding (known as the 15 hours universal), The Extended Entitlement (known as the 30 hours) and the 2-Year-Old Funding. Please see www.childcarechoices.gov.uk for further information.

The Old School is open 730am – 6pm Monday to Friday, throughout the year, except for statutory Bank Holidays and over the Christmas to New Year period.

Admission Criteria

Children from 0-5 years may be admitted to The Old School Children's Centre on a full or part time basis depending on the following:

1. Reserving a place through advanced payment of a £50 registration fee*. Please note places cannot be held/reserved for more than 3 months prior to start.

*Registration fee waivers for siblings of children currently in attendance, funded children who obtain a Preschool Place and families registering children of multiple births (i.e. twins) will only pay 1 registration fee.

2. Availability of places considering our staff/child ratios, the age of the child and registration requirements. Please note a child requiring a full-time place will usually have preference over one requiring a part time place and preference is also given to siblings of children currently in attendance. Where there is a waiting list extra weight is given to those who have been on the waiting list longest.
3. Our ability to provide the facilities for the welfare and education of the child, including effect on the existing children and staff. This includes any extenuating circumstances affecting the child's welfare or that of their family.
4. That facilities provided, meet the individual requirements of the child, making every effort to ensure that children with disabilities will not be treated less favorably in line with SEN Code of Practice 0-25 2019. In some circumstances the child will require further funding support to meet their individual needs fully; therefore, the child's admission date may be postponed until this is secured. We will never discriminate against any child on the grounds of sex, race, religion, colour or creed.

Sessions and Places Information

Caterpillar & Ladybird Unit 0-3 Years

Unfunded Spaces

Caterpillar and Ladybird 0-3 years only offer fixed sessional spaces, with term time and all year options.

Half day (8-12pm or 1-5:30pm) and full day (8-5:30pm) sessions are available.

Minimum of 2 sessions per week.

Early mornings 730am – 8am and Late Afternoons 5:30pm – 6pm can be booked regularly and will be charged at the rate described within the fees list.

Lunch hours & additional hours (max 2 hours) are available to support flexibility, please see our fee structure for further information.

To support flexibility parents may request irregular extra hours or sessions, provided spaces are available within the child's unit.

Butterfly 3-5 Years

Unfunded Spaces

Butterfly 3 -5 years offer fixed sessional spaces, with term time and all year options.

Minimum of 2 sessions per week.

Sessional spaces are available for children who are not claiming any funding at the setting, who attend or transition the term before they are eligible for funding and for extra sessions on days they would not normally attend.

Half day (8-12pm or 1-5:30pm) and full day (8-5:30pm) sessions are available.

Early mornings 730am – 8am and Late Afternoons 5:30pm – 6pm can be booked regularly and will be charged at the rate described within the fees list.

Lunch hours & additional hours (max 2 hours) are available to support flexibility, please see our fee structure for further information.

To support flexibility parents may request irregular extra hours or sessions, provided spaces are available within the child's unit.

Funded Spaces for 2 – 5 year olds

Funded spaces are available to eligible children within Ladybird 2-3 years and Butterfly 3- 5years only.

The Old School accepts 2-Year-Old Funding, Early Years Universal Entitlement for children ages 3 & 4 years and the Extended Entitlement (also known as the '30 hours') for children aged 3 & 4 years of working families.

It is a parents responsibility to check their eligibility for 2-Year-Old Funding and the Extended Entitlement through www.childcarechoices.gov.uk

The Old School offers funded places in two ways, known as a '**Preschool Place**' and '**Day Care Place**'

Preschool Places:

- **Preschool Places can be fully funded – registration fees and session charges are not applied unless extra sessions are required.**
- Available to children claiming 2-Year-Old Funding, Early Years Universal Entitlement for children aged 3 & 4 years and the Extended Entitlement (also known as the '30 hours') for children aged 3 & 4 years of working families
- Children may only attend and claim their funding within sessions set between the hours of 9:00am and 3:30pm
- Sessions available: Morning: 9:00am -12pm, Afternoon 1pm – 3:30pm, Full Day 9am –3pm, 9:15am – 3:15pm or 9:30pm-3:30pm inclusive
- Preschool Places are available for Term Time or All Year (38 weeks/51 weeks)
- Children on a Preschool Place may not undertake any day-care hours or sessions at any time. Including additional wraparound hours / extended hours (i.e. 8am-9am)
- 3 preschool places per day allocated for children aged 2 years and 12 preschool places per day allocated for children aged 3-5 years
- Funding may be claimed for up to 15 hours Term Time or 11 Hours All Year for 2-Year-Old Funding and Early Years Universal Entitlement and up to 30 hours Term Time or 22 hours All Year with the Extended Entitlement per week.
- Extra pre-school sessions and lunch hours are available and will be charged for within The Old School Fee Structure.
- Parents may choose to **opt-in** to paying a consumables & additional services charge of £4/£7.50 - To support the setting in covering the cost of extras which are not covered by the Government Funding Rate, such as snacks, sanitary consumables, extra activity resources.
- Late pickups will incur late pick up charges, as per The Old School Fees Structure.
- Parents will be asked to pay voluntary donation towards additional extras such as extra-curricular activities, trips, visits and transport.
- It is a parents responsibility to ensure continuous eligibility and to apply for the Extended Entitlement through www.childcarechoices.gov.uk
- Early Years Entitlement/Extended Entitlement is limited to an annual amount of 570 hours for a 3- & 4-year olds and eligible 2 year olds and 1140 per year (based on 30 hours per week term time) for those children entitled to the Extended Entitlement. At times a child's funding may fall short of The Old School term dates. Parents will be informed of any pending short fall and will be asked to reduce sessions to avoid being charged. This is usually at the end of the academic year; summer term.

Day Care Places:

- **Day Care Places are fee paying places – Registration fees, sessional charges and wraparound fees will be applied**
- Available to children claiming 2- Year-Old Funding, Early Years Universal for children aged 3 & 4 years and the Extended Entitlement (also known as the '30 hours') for children aged 3 & 4 years of working families.

- Day Care Places are available for Term Time or All Year (38 weeks/51 weeks)
- 3 day care places per day are allocated for funded children aged 2 years and 20 day care places per day are allocated for children aged 3-5 years
- Day Care places are fixed sessional spaces: Half day (8-12pm or 1-5:30pm) and full day (8-5:30pm) sessions are available.
- Early mornings 730am – 8am and Late Afternoons 5:30pm – 6pm can be booked regularly and will be charged at the set rate, as per The Old School Fee Structure
- The setting will only claim funding for between the hours of 8:30am and 4:30pm. A child utilising day care session will always attend more time than funding is claimed for.
- Lunch hours & additional hours (max 2 hours) are available to support flexibility: The Old School will use available funded hours to support this.
- Day Care Places are charged at the applicable session charge rate, detailed on invoices through a funded session charge and wraparound fee. Funded hours are evidenced and deducted on invoices – leaving the balance due payable by parent/carers.
- To support flexibility parents may request irregular extra hours or sessions, provided spaces are available within the child's unit. These will be charged for appropriately as per The Old School Fees Structure
- Funding may be claimed for up to 15 hours Term Time or 11 Hours All Year for 2-Year-Old Funding and Early Years Universal Entitlement and up to 30 hours Term Time or 22 hours All Year with the Extended Entitlement per week.
- Attendance must be in a set weekly pattern. Parents are encouraged to consider the daily routine of the setting when choosing times of attendance, to better support transition and ensure their child is accessing the enhanced provision.
- Preschool sessions may be utilized by those on a Day Care Place to use remaining funded hours without additional charges. However, additional hours / extended hours (i.e. 8am-9am) are not available to those on a preschool place or attending a preschool session. This session/s, if met fully by funded hours, will not incur additional charges. Daycare sessions must make up at least 66% of a child's attendance (i.e. 2/3 sessions)
- It is a parents responsibility to ensure continuous eligibility and to apply for the Extended Entitlement through www.childcarechoices.gov.uk
- Early Years Entitlement/Extended Entitlement is limited to an annual amount of 570 hours for a 3- & 4-year-olds and eligible 2-year-olds and 1140 per year (based on 30 hours per week term time) for those children entitled to the Extended Entitlement. At times a child's funding may fall short of The Old School term dates. Parents will be informed of any pending short fall and will be asked to reduce sessions to avoid being charged. This is usually at the end of the academic year, summer term.

Term Dates

Term time dates will be arranged by The Old School considering local school & setting dates but follow Devon County Local Education Authority school term time dates as much is possible.

Term Dates are listed on The Old School website, throughout newsletters and are displayed within each unit.

Taking Holidays

There will be no reduction given for term time children.

For the children who attend all year, either full or part time, there will be a half price reduction of fees for a maximum of 2 weeks of the child's standard attendance.

In order to qualify for a holiday reduction, requests must be given through a Holiday Request Form with 4 weeks' notice.

Reductions to fees for holidays, will be given via a credit note a month in arrears, this allows parents to cancel holidays without using allocation.

There is no Holiday Reduction applied to the 2-Year-Old Funding, Early Years Entitlement Funding or Extended Entitlement, only to the element of the All-Year Day Care Place

Notice Periods

Requests to change regular attendance must be given through a Change to Attendance Request Form with a minimum of 4 weeks' notice.

To withdraw a child from The Old School notice must be made in writing with 4 weeks' notice. Failure to give 4 weeks' notice to withdraw will result in full fees being due to notice period end.

Where a child is funded and withdrawing from their place, The Old School will continue claim the funding for the full 4-week notice period, whether or not the child is attending. If parents intend to claim funding elsewhere, they will need to inform the new setting of this.

Changes to attendance may only be made a maximum of **once per term**. Changes from an All Year / Term Time places can only be made for the following term period.

The Old School will also give 4 weeks' notice in writing to clients, where adjustments to attendance, request for withdrawal of place or other changes will be occurring.

The Old School may review and change any aspects of terms and conditions to business at any point but will endeavor to give clients a minimum of 1 month written notice.

Parents / Carers must inform the setting of any changes of address, contact details or updates to a child's medical/routine needs in writing, within 2 weeks of the change.

Additional Terms and Conditions

The Old School reserves the right to refuse use of service or to withdraw a place in the event of:

- Ongoing outstanding account balance of 60 days or more
- It is identified that The Old School is unable to safely meet the needs of individual children/groups due to an increase need /support level that The Old School cannot financially/practicably meet.
- In the event of abuse, threatening or inappropriate behaviour and attitude of a client of The Old School.

At no point during the client's time at The Old School Children's Centre will a client approach a member of staff with the intent of luring them from the employment of The Old School. To do so would result in immediate expulsion from use of The Old School's services.

The Old School Fees and Charging Policy

Fees are listed on The Old School Children's Centre Fee Structure and Website

A non-returnable registration fee is charged* upon signing your Childcare Agreement, which is part of the registration process. Children must be registered with the setting for a place to be reserved or held.

*Registration fees are waived only for the siblings of children currently in attendance at The Old School Children's Centre and for children who have secured a Preschool Place. Families registering children of multiple births (i.e. twins) will pay a single registration fee.

Sessional charges for unfunded places are tiered, reducing as a child transitions through each unit. Fees will be appropriately charged for the child's age bracket.

Sessional charges are due for a Day Care Place (Funded) – Detailed on the invoice as Funded Session Fee and Wraparound Fee. Funded hours are detailed and deducted on monthly invoices.

Parents of children who have secured a Preschool Place may choose to opt-in to paying a consumables & additional services charge of £4 / £7.50 – To support the setting in covering the cost of extras which is not covered by the Government Funding Rate, such as snacks, sanitary consumables and extra activity resources.

Parents/Guardians who complete and sign the Childcare Agreement Contract or those who are named as those with parental responsibility are responsible for paying all fees, including any unpaid or disputed 2-Year-Old Funding, Early Years Entitlement Funding or Extended Entitlement or third-party liability; including but not exhaustive of childcare bursaries supporting adult education and employment contract agreements.

Fees are invoiced in advance at the beginning of each month, via the Family App.

Bookings for Holiday Club 4-8yrs will be added to a clients Family account at the time of booking and invoiced monthly in advance. Cancellations of sessions requires 2 weeks' notice; termination of a Holiday Club place requires 4 weeks written notice.

Extra sessions and purchases will be added to a clients account via Famly at the time of booking. A rate of 50% will be charged if cancelled without more than 48 hours' notice. The Old School may cancel a booked 'Extra' with little or no notice, if this is the case there will be no charge or the cost reimbursed if payment has already been received.

The Old School charges a retaining fee of 50% to hold a place at the nursery if your child is away for an extended period of time. This is time concession; requests must be made in writing with 4 weeks' notice to the Senior Management team.

The Old School cannot continue to claim a funded child's allocated hours if they will be absent from the setting for an extended period of time unless it is deemed as an authorized absence, such as sickness/medical purposes or with the permission from Devon Local Authority. Therefore, parents will be invoiced the full cost of their child's place for any period of absence extending to more than the authorized absence as described by Devon Local Authority.

The Old School reserves the right to request voluntary donations from parents to cover the cost of extracurricular activities, setting trips and transport. Parents will receive correspondence regarding these prior to the date.

Parents must ensure payments are made within 10 days of the receipt of the invoice.

The Old School will endeavor to seek settlement of outstanding accounts following its Non-Payment of Fees Policy – acknowledge by all parents & carers upon the signing of the childcare agreement.

Payments may be made via cheque, bacs, cash or through some childcare voucher schemes. Cheques should be made payable to The Old School and all payments should be referenced using your account number or the child's full name.

The Old School accepts most employment childcare vouchers, **parents must communicate** to the Old School which scheme they are using and confirm registration within the first month of their child attendance. A parent will be liable for any disputed or missing voucher payments.

For periods of short-term sickness (2 weeks or less) there will be no reductions, fees will be charged at the normal rate in order to ensure your child's place. For long- term sickness a reduction of fees or a retaining fee may be considered at the discretion of The Old School. For this we would consider sickness lasting over two weeks and would require a note of confirmation from the child's doctor.

The Old School does not swap sessions or reimburse for sessions a child has not attended, whether this is due to sickness, medical appointments or family choice. Parents may request 'holiday' for these dates, with the appropriate 4-week notice. The days children attend must be in a fixed weekly pattern.

For periods of partial or full closure

The Old School Children's Centre cannot be held liable for the withdrawal of placement in the event of disaster, flood or fire or due to governmental, authority decision or advice including in the event of an epidemic or pandemic response. The following adjustments will apply:

- In case of partial closure, whereby the setting operates at a lesser capacity as advised/restricted - Full fees will be due for children who remain attending, or for those who have been identified as eligible to attend, and those unable to attend (as per guidance) will be charged at 30% for up to 2 months after which time payments become voluntary.
- In case of a short-term temporary closure (up to 2 weeks) – a 50% reimbursement will be made to all affected clients via credit note.
The Old School will continue to claim a child's allocated funding in the event of a short-term closure due to a confirmed positive coronavirus case within the setting, whereby a 'bubble' is advised to close and children/staff need to isolate.
- In case of longer-term temporary closure (2weeks – 2 months) – reductions will be issued for 70% of the fees for all affected clients.
- After 2 months, parents will be asked to voluntarily pay 30% of their fees to support the settings sustainability.
- Where a family has to seek alternative childcare setting due to full/partial closure of The Old School, notice periods may be reduced/waived at the discretion of the management team.

In periods of **full closure/partial** closure will provide non-attending parent/carers & children with:

- At home activity kits/resources
- Offer online story/song, activity sessions
- Links to free online resources, activity ideas and family support
- Remote Key Person, SendCo & Safeguarding Support

***For additional T&Cs around the Coronavirus Pandemic please see - Temporary Adjustments to Terms & Conditions and Charges during the Coronavirus Pandemic 2021**

The Old School reviews its fees on a six-monthly basis. It is the policy of The Old School to aim to inform families of future fee increases with one month notice via written confirmation.

The Old School is closed over the Christmas/ New Year and Bank Holiday periods no fees will be due.

Unbooked early drop offs will be charged at a full hours rate. If spaces/ratios are not available parents are required to wait with their child, until a child's session begins. Parents are encouraged to call ahead/book in for an extra if they require an earlier start time.

Children remaining at The Old School after their **booked session time will be charged a 'Late Collection Fee' of £10.00 followed by £7.50 for every 15 minutes or part thereof.** Waivers at the discretion of the Senior Management Team.

Children remaining at The Old School **after the 6pm closing time will be charged an 'After 6pm Fee' of £15.00 followed by £10.00 for every 15 minutes or part thereof.** Waivers at the discretion of the Senior Management Team.