

Our Lady Immaculate Catholic Primary School

Childcare Partnership Agreement

1. From February 2016, the cost of child care for 2 year olds and Wrap Around Care will be:

Wrap Around Care	£15.00 per child per session.
Non-funded 2 year old place	£15.00 per child per session
Non-funded full day	£25.00 per child per day.
2. In order to ensure correct staffing levels and reduce the negative impact that outstanding debts are having on the future of this service all sessions will be booked and paid for in advance.
3. If payment in full is not made, future pre booked sessions will be cancelled without notice until the debt is cleared.
4. 48 hours' notice is required in order to cancel any pre booked sessions without charge. Without 48 hours' notice any missed sessions through illness, late cancellation or other absence will be charged in order to cover staffing costs.
5. If your child is absent from school please ensure that the Nursery team are informed of your child's absence and expected return date.
6. Morning sessions will begin at 8:30am and finish at 11:30am. Afternoon sessions will begin at 12:15pm and finish at 3:15pm. If your child is staying for a full day this will begin at 8:30am and finish at 3:15pm. Picking your child up after this time might incur a late payment charge. This will be determined by the frequency and duration of time staff are inconvenienced.
7. If your child stays for a full day or a Wrap Around Care session, and you would like school to provide them with a school meal this is charged at £1. This amount must be paid before your child stays that day and must not accrue a debt in accordance with the schools school meal practice.
8. If any child has not been collected within half an hour after the end of the session, the schools safeguarding procedures will be put into effect and may result in the involvement of Social Services.
9. This annual agreement will be renewed at the beginning of each academic year.
10. If you require Childcare Services please sign the agreement below and return to school as soon as possible. No bookings will be accepted if this agreement has not been completed.

Thank you for your cooperation
Nursery Staff

Child/Children's name: _____ Date: _____

I have read and agree to the terms set out above

Parent's signature: _____

Signature on behalf office staff: _____