



Terms and Conditions of Placement – Early Years Provision

This agreement is made between the child's main parent/ carer and the setting.

Attendance

- I will complete the application process for my child and will inform the setting of any changes. I will enclose a copy of their birth certificate
- I will inform the setting of my child's absence if they are unable to attend on the day
- I understand that in signing this form, I am responsible for ensuring my child uses the number of hours indicated to the provider. If my child does not attend on a regular basis then the allocated hours may be withdrawn
- I will give notice of 4 weeks if I resign my child's placement at the setting

Health

- I will inform the setting of any infectious illness and will refrain from attending the setting if my child is unwell.
- I will inform the setting of any accident/ injuries my child may acquire.

Finance

- I will make payment of fees at the agreed time. Lack of payment will result in termination of placement.
- I will declare to the provider details of the actual number of hours taken at another setting to ensure that my child is not claiming more than the free entitlement.
- I understand that knowingly providing false information to secure payment of money not lawfully due is a criminal offence and will be referred to the relevant authorities.
- I will inform the setting if I am going to be late to collect my child.
- Continuous late collection of more than twice in any half term period will result in a late fee of £20 for each occasion this happens.
- I accept that debt collection services will be instructed to reclaim outstanding monies owed to Play Place.

Policies

- I am in agreement with the policies and procedures of Play Place After school provision.

Terms and Conditions Early Years Provider

Delivery

- We will ensure that the setting is a warm and welcoming environment that allows your child to feel safe and secure.
- Your child will be cared for and their individual needs met.
- Is supported and nurtured and given opportunity to learn through play.
- We will keep you up to date on your child's progress, welfare, learning and all-round development.
- We will work with other professionals to support your child's needs
- We have an inclusive approach which takes a positive view on diversity and levels of ability, including those with additional needs and disabilities

Relationships

- As providers we will work closely with parents, carers, other family members and professionals.
- We will report safeguarding/child protection concerns and signpost post families requiring support. We will safeguard your child.
- We will contact you by phone/email/home visit if we haven't received information for non-attendance
- We will keep you informed of any changes
- Termination of placement will occur if there is continuous lateness
- We will expect children to have respect and consideration for one another and conduct themselves in a respectable manner.

Regulations

- We work to Ofsted regulations and requirements
- We will inform you of Ofsted inspections and outcomes.
- We will make sure that your concerns and complaints are fairly investigated.

Finance

- We will ask for fees to be paid within the agreed time frame
- Late fees will be included on invoices
- We will provide the allocated free hours (where applicable) with no additional costs, other than the optional additional services that have been agreed.

Setting name	
Childs name	
Childs date of birth	
Admission date	
Parent/carers name	
Parent/carers signature	
Managers name	
Managers signature	
Today's Date	