



PARENTS IN PARTNERSHIP AGREEMENT

Dear Parent/Carer,

All parents using this setting are required to enter into the Parents in Partnership Agreement.

This document forms a contract between Sutton on the Forest Preschool and the parents of children attending the setting. It allows us to plan our childcare provision and staffing arrangements and enables the setting to access NYCC Early Years free childcare funding entitlement on behalf of parents.

Once this Parents in Partnership Agreement has been signed it forms a legal contract.

- You will agree requirements as specified in your most recently dated and signed Sessional Requirement Form. You will be required to pay for any sessions in excess of NYCC EY free entitlement, or any other costs incurred. Amounts will be invoiced on a half termly basis,
- We require 1 month written notice of any changes to the sessions your child attends.
- We undertake a financial commitment in reserving a regular place for your child and will make a charge in the event of non-attendance, although in exceptional circumstances (eg. bereavement or long term illness) we may exercise discretion as to whether a charge be made.
- If eligible for NYCC Early Years free entitlement, completion of this document will allow Sutton on the Forest Preschool to access this on your behalf.
- This document remains a valid document until your child leaves Sutton on the Forest Preschool or reaches Statutory School Age.

Booking Agreement

Sutton on the Forest Preschool would like to offer your child.....

A place as specified on your most recent 'Sessional Requirement Form'.

This document constitutes a contract between the parents/carers and Sutton on the Forest Preschool.

Full Legal Name of Child:

Address of Child:

.....

Postcode: DOB of Child:

Parents/Carers Names Printed:

.....

Signed.....

Date.....

ELIGIBILITY FOR NYCC FUNDING

TYPE OF PROVISION: Private Preschool (not-for-profit, run under a charitable trust)

To be eligible to claim NYCC funding, a child must be aged 3years on 1st January, 1st April or 1st September immediately preceding the term for which they wish to claim funding. They must be registered with the provider on the day of the NYCC headcount and attend at least one 3hr session. Where a child is not accessing their full entitlement of 15 hours, no benefit can be claimed for the additional entitlement hours not taken.

Please confirm your agreement to the following conditions:

- ☐ I understand that I cannot be charged for the 15 hours free entitlement
- ☐ I have read and understood information on Preschools website about all additional services available for my child and I agree to pay fees for these additional services.
- ☐ I understand that if I have given any false information on this form, I may be liable to reimburse the provider.
- ☐ I understand that checks on the system will be made and that I am required to show the provider my child's birth certificate or passport as proof of date of birth.

For Office Use Only	
Birth Certificate & DOB witnessed	Yes / No
Passport & DOB witnessed	Yes / No
Town of birth	
Date of 1 st Preschool session	
Date child left setting (if known)	
New Setting (if known)	
Member of staff checking & position held	

Provider Signature - Debbie Atlay, Preschool Supervisor

Signed:Date:

Agreement for Payment

Sutton on the Forest Preschool Agrees to:	As Parent/Carer you agree to:
Ensure Preschool opens promptly from 8:15am and closes at 1pm or 4pm as applicable Monday – Friday.	Pay all invoices within 14 of the invoice dates.
Ensure that a good standard of care is provided for all children attending, in accordance with our policies.	Collect your child promptly at the end of their session.
Provide the parent/carers with a half termly invoice.	Pay a fee of £10 per hour/part hour if you are late to collect your child at the end of their session.
Review fees and implement if necessary, fee increases on an annual basis. Providing one half term's notice of any fee increase or changes.	
Reserve the right to charge interest at 5% on any fees that are not paid within 14 days of invoicing.	
Reserve the right to take appropriate legal action to recover any unpaid fees or ask you to take your child out of Sutton on the Forest Preschool if you do not make payment in accordance with these terms,	