

# JITTERBUGS CHILDCARE CONTRACT

Childs Name..... D.O.B..... Childcare to commence on: Date.....

Times	Fees
<b>Full day 7.45am – 5.45pm,</b> Children can be dropped off later or collected earlier than these session times depending on your requirements.	£75.90 Includes all meals, snacks and consumables on non-funded hours
<b>Half day</b> <b>7.45am – 12.45pm</b> morning sessions - Children can be dropped off later or collected earlier than these session times depending on your requirements <b>12.45pm – 5.45pm</b> afternoon sessions - Children can be dropped off later or collected earlier than these session times depending on your requirements	£47.30 AM session includes all meals, snacks and consumables on non-funded hours PM session includes all meals, snacks and consumables on non-funded hours
Late pickup Charge: after your agreed time for every 15 mins	£27
Late payment charge for fees over 14 days after the 5 <sup>th</sup> of each month. If fees are still not paid after 21 days from the 5 <sup>th</sup> of the month your child will not be permitted to attend, they may return once fees are paid in full	£27
Admin charge to return overpaid nursery fees if requested. Payments made by Tax free childcare and vouchers cannot be refunded, your account would remain in credit.	£6
If your direct debit fails this will be requested again and if the direct debit fails a second time there will be an admin charge added to your account	£6
All fees are Subject to change due to annual increase each April or sooner if required. You will receive one months notice for any changes to fees.	A booking fee of £80 is payable and is refunded on your child's first invoice/s if we are saving your child's place for more than 2 weeks prior to their start date.
Meals/snacks/consumables are not included on government funded sessions. The cost per session is £5 on a half a day for meals, snacks and consumables and £10 on a full day. This includes everything apart from nappies, wipes and formula milk which must be provided by the parent and brought to nursery each day. Parents will be invoiced for the meals/snacks/consumables unless alternative arrangements are made before the child starts at Jitterbugs. The government provides funding to contribute towards childcare costs. However, it does not cover additional expenses such as meals, snacks, wipes, or extracurricular activities (e.g., French classes or music workshops). The Department for Education (DfE) states: "Government funding is intended to deliver high-quality, flexible childcare. It is not intended to cover the costs of meals, consumables, additional hours, or additional services."	

Sessions required:	Please circle sessions required	Please circle sessions required	Please circle sessions required
Monday	AM 7.45-12.45	PM 12.45-5.45	Full day 7.45-5.45
Tuesday	AM 7.45-12.45	PM 12.45- 5.45	Full day 7.45-5.45
Wednesday	AM 7.45-12.45	PM 12.45-5.45	Full day 7.45-5.45
Thursday	AM 7.45-12.45	PM 12.45-5.45	Full day 7.45- 5.45
Friday	AM 7.45-12.45	PM 12.45-5.45	Full day 7.45-5.45
<b>Funding entitlement</b> Please complete the information below if you will be claiming funding for your child: <b>Universal entitlement Yes/No</b> (All 3- and 4 years olds are entitled to this funding term after third birthday) <b>Working parent entitlement for eligible parents of children from the term after they turn 9 months onwards Yes/No</b> Code.....  Codes must be reconfirmed every three months which is the responsibility of the parents and could result in the loss of funded hours if this not completed  All parents are required to complete the parent declarations on Funding Loop which will be emailed before funding commences for each term  <b>Early learning funding -</b> eligible two-year-olds subject to government criteria Yes/No Code.....		Government funding is paid to nurseries for 38 weeks a year. We spread the funding over 50 weeks a year from the Autumn term (September) If your child's funding starts in another term (spring or summer) then the funding will be calculated up until the end of August (however this may vary)          For a half-day session 5 hours of funding will be used and on a full day session 10 hours of funding will be used.	

### **Nursery, Payments and Funding Terms and Conditions**

- You will be issued an invoice via our parent admin system, which will be notified through the app and/or email. You will receive the invoice during the last week of the current month for the following month's fees. Your first invoice will be sent to you in the week prior to the agreed start date. This invoice must be paid on or before the 5th of the month in advance.
- You will be required to set up a direct debit mandate which will be used if you do not pay through tax free childcare or a voucher scheme. Direct debits will be requested by the setting one week before the 5<sup>th</sup> of the next month to ensure that the transactions go through in time for the required payment date for fees. If you pay by tax free childcare or voucher schemes and stop paying your fees the money will then be requested via the direct debit to ensure that payment is made. The direct debit will be requested by the nursery, this must not be submitted by parents to ensure that two payments are not taken.
- If your direct debit fails this will be requested again and if the direct debit fails a second time there will be an admin charge of £6 added to your account.
- In cases where parents/carers request a refund for over paid fees, an additional fee of £6 will be charged due to bank processing fees
  - We cannot refund payments made via Tax-Free Childcare or childcare vouchers.
  - We do not accept cheques or credit cards.
  - We will accept cash for smaller amounts.
- Tax free childcare and voucher schemes must also be paid on or before the 5<sup>th</sup> of each month. You must ensure you notify the setting when you have set up your tax-free childcare account and your account reference must be sent via the parent admin messaging system.
- If you receive your childcare fees via a third party (e.g., a college or university) and they refuse payment due to non-attendance or because you have left the course, you will be liable for your child's nursery fees. If your child's place is cancelled, you are still required to provide us with four weeks' notice. If you use the government grant payment scheme you will be required to pay the top up fee which will be collected by direct debit in advance before the 5<sup>th</sup> of the month.
- Extras such as additional sessions, late pick up fees, wipes and uniform payments will be billed separately and invoiced straight away which will be added to your account and can be paid by Bacs/Cash or if not they will be collected by direct debit with your next months payment.
- If you book extra sessions for your child and you require this to be cancelled one week's notice is required or full fees will apply.
- Daily notifications/reminders will be sent via our parent admin system if payment isn't received on the due date. These will remind you to make payment before additional costs are incurred. (See below.)
- A £27 late payment fee will be charged on fees that remain unpaid 14 days after the 5th of the month.
- Jitterbugs reserves the right to exclude your child due to non-payment of fees. If fees are more than 21 days late from the 5th of the month, your child will not be permitted to attend. They may return once fees are paid in full.
- If any fees remain outstanding after the placement has been closed, your details will be passed on to BFL Solutions Ltd our debt collection agency, which will implement procedures to recover any outstanding fees. Any costs incurred will be passed on to you. (At this stage, your child will no longer be allowed access to Jitterbugs.)
- Any unpaid fees will remain as a debt until paid, with additional costs.
- Full fees are still applicable if your child is absent from Jitterbugs due to illness, holidays, occasional days off, or emergency closures (up to one month) on non-funded private fees. We do not offer any discounts on non-funded private fees for any of these reasons, as we still have operational and staffing costs to cover
- Funded sessions are not transferable to another day if your child is absent. However, if you give more than four weeks notice for a holiday absence for your child's funded place you may opt out of paying for the meals/snacks/consumables for those funded hours. We require the exact dates for this holiday absence in advance, four weeks or longer. You must then request to opt out of the meals/snacks/consumables payment via the parent admin messaging system the week before your child's holiday absence in order for this to be deducted from your invoice and applied to your account.
- The nursery is closed:
  - \* Two weeks over the Christmas and New Year period in line with school holidays, though this may vary depending on when the New Year falls
  - \* Bank holidays
  - \* Two training days annually for staff development- Advance notice will be given, and no fees will be charged for bank holidays or staff training days.

- Jitterbugs retains the authority to exclude a child who consistently exhibits behaviour that harms another child or staff member, even after implementing strategies to address the issue.

- Jitterbugs maintains the right to immediately terminate a child's placement if a parent engages in abusive behaviour towards a staff member or another parent.

- Jitterbugs retains the authority to refuse admission to a child if we feel they are not fit and well due to illness or infectious diseases, regardless of national health or NHS guidelines. We have a duty of care to protect other children and our staff team.

- In any event beyond our reasonable control, or if we must close or reduce the number of children for any reason (e.g., severe weather conditions, an outbreak of flu or another contagious illness, fire, flood, E. coli outbreak, strike, civil action, act of terrorism, war, etc.), we may charge you up to 50% of your child's nursery fees as a retainer until the nursery resumes normal operations.

- Either the parent or the nursery is required to provide a four-week notice period to terminate a child's placement for any private fees/sessions. Fees will still be charged for the four-week notice period, even if you do not give the required notice.

- If you are accessing government funding for your child you will be required to complete a parental declaration form on Funding Loop which you will be sent a link for. This will involve uploading your child's birth certificate or passport and then reconfirming all your details each term before funding is processed.

-Funding is allocated termly. Notice must be given within the current term to cancel a funded place. Once a new term begins, cancellations can only take effect in the following term.

- Example: If the child is attending a funded place at Jitterbugs in the January, cancellations made in February will take effect the end of spring term.
- Funding is non-transferable and cannot be banked
- Non funded Privately paid sessions require 4 weeks' notice.

- Please note that funding is non-transferable to another setting mid term.

- If you have paid a deposit to reserve your child's place at Jitterbugs and wish to defer their original start date, this can only be deferred once for up to two weeks. If deferred beyond two weeks, you will lose your deposit and risk losing your child's place at Jitterbugs.

-Funded places/sessions cannot be deferred with how funding is claimed, which is done termly.

Every term, there is a headcount week during which all children must be registered with a nursery in order to claim funding through that nursery. If you choose to start your child after the allocated headcount week, we will be unable to claim any funding for your child until the next term. This means that full fees will be charged for the childcare place until the next term begins and then the funding can be claimed.

#### **Funded hours distributed at Jitterbugs**

At Jitterbugs, we allocate hours based on the type of session rather than the actual hours attended within that session. For a full day (10 hours), funding is allocated for the entire 10-hour period. For a half-day session (5 hours), funding is allocated for the entire 5 hours period.

The amount of funding a child receives can vary depending on when they start, especially in the spring or summer term, as funding is stretched across those two terms until September, when it is recalculated and spread over 50 weeks.

Additionally, you'll need to complete a parental agreement form for us to submit to North Yorkshire County Council to enable us to claim the funding.

#### **Funded Hours for Working Families from 9 Months Plus**

From the term after your child turns 9 months old, you may be eligible for government funding. This provides 30 hours of funded childcare per week for 38 weeks a year. However, we stretch your child's funding over 50 weeks a year, starting from September (the beginning of the academic year). If your child starts funding in another term, the stretched funding will be adjusted accordingly, depending on the number of weeks remaining.

Once you apply for these hours, you will be given a code. Please add this code to your childcare contract. If your child has already started, please enter the code into the parent admin system under "Funding Codes."

Check your eligibility at: <https://www.beststartinlife.gov.uk/>

You will need to reconfirm your child's code every three months to maintain eligibility. Failure to do so may result in losing funding, requiring you to pay full fees or forfeit funded hours.

#### **Early Learning Funded Hours for 2-Year-Olds whose families are eligible**

From the term after your child turns 2, you may be eligible for government-funded hours which are stretched over 50 weeks of the year. To access this funding, you must check your eligibility and apply through the local council's website. Once approved, please email your eligibility letter or email confirmation to [info@jitterbugschildcare.co.uk](mailto:info@jitterbugschildcare.co.uk).

Check the criteria at: <https://www.beststartinlife.gov.uk/>

#### **Funded hours for all 3 and 4 year olds**

From the term after your child turns 3, they will be eligible for government-funded hours which we stretch over 50 weeks of the year. If your child starts in a different term (spring or summer), we will adjust the stretched hours accordingly. Every child is eligible for this funding regardless of income or other criteria. You do not need to apply; we will claim these hours on your behalf.

**Eligibility Dates:** Before applying, please check when your child's funding will begin:

9 months, 2 years or 3 years between	Funding commences from
1 <sup>st</sup> April to 31 <sup>st</sup> August	Summer term
1 <sup>st</sup> September to 31 <sup>st</sup> December	Autumn Term
1 <sup>st</sup> January to 31 <sup>st</sup> March	Spring term
Please ask the office if you are unsure when your child can receive funding	

**When to Apply if Returning from Maternity Leave or Starting a Job**

31-day rule

Date of starting or returning to work	When can parents apply from	When parents can use entitlement from
1 <sup>st</sup> May to 30 <sup>th</sup> September	1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September
1 <sup>st</sup> October to 31 <sup>st</sup> January	1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> February to 30 <sup>th</sup> April	1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April

If you have any trouble applying, please contact HMRC or the helpline number on the government website.

**How We Stretch the Funding Depending on Which Term Your Child Starts the Funding**

The following table explains how we distribute your child's funding throughout the year. The standard funding is 15 or 30 hours per week over 38 weeks, totalling either 570 or 1140 hours. However, we spread this over 50 weeks. If you choose to take fewer stretched hours below the 570/1140 hours over the academic year, you will not be able to increase the funded hours later. For example, if you choose 10/20 hours spread over 50 weeks, this will amount to 500/1000 hours; therefore, we can only claim for 13.25/26.50 hours. Hours not claimed or taken cannot be banked.

**Stretched funding table**

Starting date	Hours a week on 15 hours (early learning/ universal funding) 570 hrs a year	Hours a week on 30 hours (working families funding) 1140 hours a year
Autumn Term <ul style="list-style-type: none"> <li>w/c 07/09/2026- w/ending 03/09/27</li> <li>50 weeks stretched over three terms (the full year)</li> <li>15 Stretched weeks in term</li> <li>14 Funded weeks in term</li> </ul>	11.4 hours a week	22.8 hours a week
Spring term <ul style="list-style-type: none"> <li>w/c 04/01/2027- w/ending 03/09/27</li> <li>35 weeks stretched over two terms</li> <li>14 Stretched weeks in term</li> <li>10 Funded weeks in term</li> </ul>	10.28 hours a week	20.56 hours a week
Summer term <ul style="list-style-type: none"> <li>w/c 05/04/2027 -w/ending 03/09/27</li> <li>50 weeks stretched over year</li> <li>(38 weeks funding over year)</li> <li>22 Stretched weeks in term</li> <li>13 Funded weeks in term subject to change depending on local authority dates.</li> </ul>	8.86 hours a week	17.72 hours a week

Signed: (1) Parent..... Date.....

(2) Parent..... Date.....

Signed: Nursery Manager/Deputy.....Date.....