

# Hardmoor Early Years Centre

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Executive Headteacher: Susanne Ottens, BSc(Hons), PGCE, NPQH  
Head of Centre: Emma Bátor, EYPS, NPQICL

## PRIVATE DAYCARE CONTRACT – Paid Sessions

Child's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Start Date: \_\_\_\_\_

The above named child has been accepted for a Day Care place at Hardmoor Early Years Centre.

| BOOKED SESSIONS                    | Mon | Tue | Wed | Thu | Fri |
|------------------------------------|-----|-----|-----|-----|-----|
| 10 hour session (Full Day) 8am-6pm |     |     |     |     |     |
| 8 hour session (Core Day) 8am-4pm  |     |     |     |     |     |

Or

|   | 8:55am-11:55am Mon-Fri | 11:55am-12:55pm Mon-Fri | 12:55pm-3:55pm Mon-Fri |
|---|------------------------|-------------------------|------------------------|
| 3 hour session Term time (2 year olds only) |                        |                         |                        |

Or

|   | 8am-9am Mon-Fri | 12pm-1pm Mon-Fri | 3pm-4pm Mon-Fri |
|---|-----------------|------------------|-----------------|
| 1 hour add on Term time (3 year olds only)* |                 |                  |                 |

Or

|   | Session details | Session details |
|---|-----------------|-----------------|
| Other sessions not listed above (subject to availability, to be approved by Childcare Coordinator and Head of Centre)** |                 |                 |

\*(Please note that the 8am-9am session for 3 year olds is only available to book for a term/half term at a time due to changing availability. The Centre will inform the parent termly whether the space can be continued).

\*\* (Sessions booked in this way are likely only bookable for a term/half term at a time due to changing availability. The Centre will inform the parent termly whether the space can be continued).

**Terms and Conditions****Finance**

1. On written confirmation of a Daycare space a deposit of 2 total weeks fees (per child) is required to secure the place. This will be off-set against the final invoice at the end of the contract provided the required notice is given. Please note that if the child does not take up their booked place this deposit is non-refundable.
2. There can be no reduction to booked hours from the date the contract is signed until the child has attended the Centre for 12 weeks. If an increase in booked hours is requested before the child starts, the deposit will be adjusted to reflect the new booking and additional deposit payment will be payable (subject to availability of the requested hours).
3. Fees will be charged from the start date indicated at the time of signing.
4. All year round contracts are subject to a minimum booking of 16 hours per week (2x 8am-4pm sessions).
5. Term time only bookings are subject to a minimum booking of 15 hours per week (including funded hours).
6. One month's written notice of an intention to withdraw a child from the Centre must be given. Full fees will apply during this period. A form is available from Reception for this purpose.
7. Once a child has been withdrawn from the Centre, the child is unable to return to the Centre for a minimum of 12 weeks.
8. A minimum of 4 weeks' notice is required for any session changes after 12 weeks of the contract start date (see point 2). The necessary form is available from Reception. Any changes are subject to availability and must be confirmed by the Centre
9. Fees are payable monthly in advance of sessions. Invoices will be sent via email seven to ten days prior to payments being due.
10. Payment of fees is required in advance of booked sessions and is to be paid irrespective of whether children are present.
11. Payment methods accepted are childcare voucher, tax free childcare payment, bank transfer, cash or credit/debit card. Cheques will not be accepted.
12. Should the fees for a child's place be in arrears of more than 1 month a first reminder will be sent to the parent. If the payment is not received within 1 week of this, a final reminder will be sent. If payment is still not received a meeting will be sought to discuss the cancellation of the contract and further action may be taken to ensure all monies owed are received.
13. Full fees will be charged during absences and family holidays, with the exception of meal costs during a holiday where the Centre has a minimum of 2 weeks' notice.
14. Children absent due to medical needs for a period of longer than two weeks (supported by a doctor's certificate or letter) may have their fees reduced by a third for one month, after which the place will be reviewed in collaboration with the parent.

15. Fees will normally be reviewed each year. However, we reserve the right to alter fees at any time with a minimum of one month's notice.

### **Closures**

16. The Centre will be closed for all Bank holidays and for 1 full week between Christmas and New Year. In addition, four days for staff training (INSET) are taken during the year. These planned closure days are not charged.
17. The Centre may have to close due to unforeseen circumstances such as weather conditions or power failure. This list is not exhaustive. Full fees are still payable if the Centre has to close due to unforeseen circumstances.
18. In the case of Centre closure due to a Government enforced lock-down of services, fees will be reviewed by Governors but may still be payable at full rate.

### **Medical**

19. Any medication a child needs to take during the course of the Centre day must be clearly marked with the child's name and dosage instructions. It should be given to a member of staff who will enter details into the medication file and the parent will be asked to sign the entry. Only prescribed medicine will be administered. See written Medication Policy.
20. A child who is obviously ill on arrival at the Centre will not be accepted. All ailments considered infectious will entail exclusion from the Centre for a prescribed period of time. If a child becomes unwell during the day the parent and/or other emergency persons listed will be contacted, and if necessary, asked to collect him/her. See written First Aid (Accident, Injury and illness) policy.
21. Parents of children attending the Centre need to give consent for emergency medical treatment to be sought and given if necessary.
22. All injuries whether they happen at home or in the Centre, will be recorded in the accident file. This is a registration requirement from Ofsted. See written Child Protection Policy.

### **Parents**

23. Centre policies and procedures can be accessed via the website [www.hardmoor.co.uk](http://www.hardmoor.co.uk) or a hard copy of any policy can be requested from reception.
24. No child will be accepted into the Centre's care before their stated session time begins. All children must be collected by the end of their stated session time. Parents are requested to allow time for discussion with their child's key person before the end of the session. Parents not meeting the agreed session times will be charged a late collection fee on the next month's invoice.
25. Parents are requested to ensure that they park with consideration to others and use the correct entry and exit routes and ensure all gates and doors are closed behind them.
26. Parents are responsible for alerting the staff to any changes of contact records or children's details held by the Centre. It is essential that staff can contact parents at any time during the day. Please notify the Centre management team if someone else will be collecting the child. Identification e.g. driver's licence and the agreed password will be required
27. Parents have access to the Hardmoor Early Years Centre Complaints Procedures.

**28.** Hardmoor Early Years Centre reserves the right to terminate this contract if the terms and conditions are not adhered to.

**These terms and conditions are subject to amendment.**

N.B. The term 'parent' in this document refers to parent, carer or guardian.  
The term 'the Centre' in this document refers to Hardmoor Early Years Centre.

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- I/We agree to comply with Hardmoor Early Years Centre Private Daycare terms and conditions as detailed in this document.
  - I/We have read and understood the policies relating to the Centre and agree to comply with these.
  - I/We give consent to any emergency medical treatment necessary whilst the above named child is under the care of Hardmoor Early Years Centre.

Signature Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Email address for receipt of invoices:** \_\_\_\_\_

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**Office use only:**

Deposit paid: \_\_\_\_\_ Date: \_\_\_\_\_

Payment method: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Received by: \_\_\_\_\_

MM

CT