

EAST RENFREWSHIRE COUNCIL - EDUCATION DEPARTMENT

EARLY LEARNING AND CHILDCARE CHARGEABLE HOURS CONTRACT

TERMS & CONDITIONS

AIMS

East Renfrewshire Council aims to provide flexible, high quality childcare by accommodating the work and living patterns of parents. This is done by providing hours within a safe, secure and stimulating environment.

2024-25 Charges are applied at the hourly rates below:

£5.20 per hour for 0-2 year old provision

£4.40 per hour for 2 year old provision

£3.55 per hour for 3-5 year old provision

GENERAL INFORMATION

- Parents with any outstanding debt owed to the council must ensure this is paid before they will be permitted to access a chargeable placement or additional hours. A check is made to confirm there is no debt before final agreement of the provision.
- Parents must choose a regular care package and will be invoiced monthly in advance directly from the East Renfrewshire Council's Finance Department.
- Children must attend a minimum of 1 full day or 2 half days and must be in a pattern within an established model
- All invoices are payable immediately and will avoid any reminders being issued.

Please note that as the total cost of the contract is split into equal payments for each month, therefore an invoice may or may not cover the actual month noted on the bill. This depends how many days there are in each month and also whether you are billed in advance or in arrears and depends on the date of your initial bill eg your child may have started in August but your first bill issued around the end of August and note September charges. Full details of monthly costs are included on the second page of the contract.

- No amendments can be made to the contract during a session. Changes will only be permitted where there is a reduction to the days/hours previously agreed (with the exception of full time placements) and remain within the original pattern of days/hours agreed and must be advised giving 4 weeks' notice. Any request to increase days/hours must be made via completion of the appropriate application form. Please note that there is no guarantee additional hours/days will be available and will depend on space available whether for additional hours or for a chargeable placement.
- Contracts can be terminated at any time by giving **FOUR** weeks' notice in writing. This would only be done where a child is leaving the nursery or where the wish to cancel add on hours or a full time placement.
- On days that your child is not attending as part of their 1140 entitlement and is attending for add-on hours or as part of a chargeable placement only, there will be no funded 1140 lunch provision. Should you wish lunch provision, this may be available at a cost of £3.40 per day.

- No charge will be made for public or school holidays (if appropriate).
- Various methods of payment are noted on the reverse of the invoice. Invoices can be paid by Direct Debit or parents may wish to pay with childcare vouchers or HMRC tax free childcare. If you plan to pay via vouchers or HMRC you must have your account set up in advance of your contract being issued otherwise you will need to make other arrangements to pay invoices until this is set up. In addition, payments must be made on receipt of the invoice to avoid any delays and reminders being issued.
- Non - payment of invoices will result in this service being withdrawn – see information below.
 - **Early access ante pre-school placements:** The placement will be withdrawn until your child's entitled start date.
 - **Full Time placements (3-4 year olds):** Service over and above entitled hours will be withdrawn and you will be allocated the next available 1140 hours placement.
 - **Additional hours (3-4 year olds):** The hours will be removed and child will only be permitted to attend their entitled hours. Additional hours are in high demand in our nurseries and the place is likely to be offered to another child.
 - **0-3 year old chargeable placements:** The placement will be withdrawn. Where the service/place is withdrawn there is no guarantee that the provision will still be available at a later date once invoices are paid in full and may only be considered on completion of a new application form but is likely to be allocated to another child.

Where provision has been cancelled, invoices that remain unpaid after reminders are sent out are passed to Walker Love Sheriff Officers for collection

Help with childcare costs.

Apply for HMRC Tax Free Childcare to help with childcare costs. Further details and information on how you can apply, can be found at this link:

<https://www.gov.uk/get-tax-free-childcare>

ABSENCES AND LATE COLLECTION

- Charges will apply at the standard hourly rate for the late collection of children.
- Persistent late collection of children may result in the service being withdrawn. Where the service is withdrawn, there is no guarantee the placement/hours will still be available at a later date once invoices are paid in full.
- Charges will be made for all absences.
- In cases where a child has been absent from a contracted chargeable service for a significant period, parents can refer their case to East Renfrewshire Council's Education Department Early Years Intervention Group (EYIG), which will consider if there should be any reimbursement of fees paid for the periods of absence. Parent should complete the Form 1a, which can be obtained from the school office.

PRIVACY NOTICE – EARLY LEARNING AND CHILDCARE CHARGEABLE HOURS

Who will process your information?

The personal information you give to us through any of our forms relating to early learning and childcare chargeable placements and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock G46 6UG for the administration of early learning and childcare chargeable placements and any charges that may need to be applied to you.

Why do we process your information?

Your information is processed to help us administer early learning and childcare chargeable placements and collect fees where these apply. Your information may also be shared with other departments within the council to protect public funds.

What is the legal basis for us to process your information?

The council processes your information in order to fulfil our contract with you and to perform a task carried out in the public interest, also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

These are the main points of our privacy notice. You can access the full privacy notice at www.eastrenfrewshire.gov.uk/privacy If you do not have access to a computer and wish a paper copy please contact your early learning and childcare establishment.

Should you require any further information on this service, nursery staff will be happy to help. Alternatively, please contact:

Education Department Staff on 0141 577 3288 or by email to earlylearningandchildcare@eastrenfrewshire.gov.uk