CONTRACT POLICY

1. Introduction

Home from Home offers different types of contracts to ensure delivery of a sustainable business model without compromising Home from Home's ethos, above average government ratio's, highly qualified staff and free flowing stimulating learning environment. Home from Home's contracts are considered in line with the funding 'model of delivery' as agreed with WSCC and complies with statutory requirements with regard claiming funded entitlement.

This Policy should be read in conjunction with the following policies:

- Admissions Policy
- Early Years Funded Entitlement (EYFE) Policy
- Finance Policy
- Food Provision Policy
- Schedule of Fees
- Term Time Only Contract Policy

2. Contents

The following sections are included in this policy document:

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3. Aim of the Policy

The aim of Home from Home's Contract Policy is to provide guidance on how Home from Home applies fees and funding entitlement based on your child's preferred pattern of attendance. Home from Home aims to provide contracts that meet for the needs of parents of children that attend Home from Home, complies with statutory requirements and supports a long term sustainable business model.

4. Contracts Offered

Item	Option1: Fee contract	Option 2: Funded hours contract
Staffing ratios and qualifications	Staffing ratios are maintained at or above OFSTED/EYFS requirements and this includes Staff with qualified teacher status. All staff are pediatric First Aid trained.	
Daily Fees without Funding*	Charged as per the Schedule of Fees	Charged as per the Schedule of Fees
Provision of 15 or 30 hours for qualifying children	Available to all children who are eligible for funding based on their contracted hours of attendance	
EYFE Funded schemes accepted	- **3 & 4 Year Old universal entitlement**. *(Max 15 hrs)* - **3 & 4 Year Old Working Families EYFE** (*15 hours extended funding for working parents – not accepted without the universal 15 hours funding also being used at Home from Home)* - **2-Year-Old Early Learning. LA Issued EYFE** *(Max 15 hours)* - **2 Year Old Working Families EYFE** *(Max 30*	- **3 & 4 Year Old universal entitlement**. *(Max 15 hrs)* - **3 & 4 Year Old Working Families EYFE** (*15 hours extended funding for working parents – not accepted without the universal 15 hours funding also being used at Home from Home)* - **2-Year-Old Early Learning. LA Issued EYFE** *(Max 15 hours)* - **2 Year Old Working Families EYFE** *(Max 30*

	Hours) - **9 Month Old Working Families EYFE** *(Max 30 Hours)*	*Hours)* - **9 Month Old Working Families EYFE** *(Max 30 Hours)*
Breakfast, lunch and afternoon tea charges with funding	Mandatory and Included in fee contract and charged as per the "Schedule of Fees"	Not included. Meals will be charged as follows: AM session £4.95 PM session £3.80 Alternatively a parent can provide their own food subject to compliance with Home from Homes Food Provision Policy
Application acceptance	Parents will be informed immediately if their application is accepted	Parents will be informed at least 2 weeks prior to the start of term if their application has been accepted
Admissions Policy	Children already attending on a fee paying contract will be guaranteed a place/use of funded hours when eligibility for funding commences	Children already attending will be guaranteed a place/ use of funded hours New Children - parents will be informed if their application has been successful no later than 2 weeks prior to the start of term
Parental choice of sessions	Parents can choose which sessions the child attends, subject to availability	The nursery will inform the parents of their funded sessions at least 2 weeks prior to the start of term
Sessions available	7.30am – 6.00pm. For the benefit of the children minimum attendance is 2 days.	8.00am to 6.00pm Mondays and Fridays. Minimum attendance is 1 day based on 15 hours, 2 days based on 30hours

Funding Model of Delivery	Home from Home stretches funding to cover 51 weeks of the year over the full year contract so 15/30hours over 38 weeks becomes 11/22 hours over 51 weeks. Funding is applied to 7/7.5 hours per day with the remaining 2.5/ 3 hours of care, meal and sundry costs charged as per the Schedule of Fees	Home from Home stretches funding to cover 51 weeks of the year over the full year contract so 15/30hours over 38 weeks becomes 11/22 hours over 51 weeks. Funding is applied to 10 hours per day with the meal and sundry costs charged as per the schedule of fees
Continuity of contract	Child has guaranteed place and sessions until they leave the nursery	Sessions may change each term subject to availability
Booking extra ad hoc sessions	Parents may book extra sessions, which will be invoiced at the standard fee charge subject to availability. Fees for adhoc sessions are invoiced the month after taken	
Notice period to change contract	Session changes are subject to a minimum 4-week notice period. Funded hours claimed cannot be changed after 'headcount day' but can be amended for the following term.	Session changes are subject to a 4-week notice period. Funded hours claimed cannot be changed after 'headcount day' but can be amended for the following term.
Notice Period to end contract	Minimum 4 weeks	Minimum 4 weeks
Sundry Fees: Nappies & Wipes, Milk, Drinks & Fruit Sun cream & Sunhats	Mandatory for all children who attend throughout the day @ a charge of £2.90 per 5 hour session	Chargeable @ a charge of £2.90 per 5 hour session
Forest School, Wild Beach & Trips	Not included – see charges on current fee schedule	Not included – see charges on current fee schedule
Registration Fee	£50 non refundable	Not required
Deposit	£200 refundable on leaving with correct notice and fee account settled in full	£100 refundable 4 weeks from commencing attendance.

* Home from Home fee charges are stipulated in the **Finance Policy and Schedule of Fees**

All terms and conditions are subject to change

Parents accessing working families funding will need to apply online through the government web site, https://childcare-support.tax.service.gov.uk/ to verify their eligibility for the extended 30 hours

Please refer to the Home from Home '**Early Years Funding Policy'** for all information with regard Funding eligibility

Parents are fully responsible for **ALL** fees in the event that funding is withheld for any reason including loss of eligibility (for 2,3&4 year olds).

Should a parent receiving the Working Families EYFE cease employment, they should notify nursery@worthingnurseryschool.co.uk immediately and a cessation date will be agreed (4 weeks notice) unless the parent resumes employment in the government's grace period (stipulated on the government website) whereby funding eligibility should continue.

All fees will be invoiced on an annualised basis. Once funding eligibility commences all contracts will be invoiced as full session rates minus the funding on annualised basis. If you disagree with the nursery's calculations, please refer to the fees in the Schedule of Fees and/or contact Mel Samson, Finance, on financial@worthingnurseryschool.co.uk

5. Term time Contracts:
Home from Home offers a limited number of term time only contracts, based on a minimum attendance of 3 days or more. Details can be found in Home from Homes '**Term Time Only Contract Policy'**. Please contact Patsy Alleyne-Wake at nursery@worthingnurseryschool.co.uk to discuss further.

6. Policy Review

We are passionate about our ethos and we wish to understand that delivery is sustainable in the long term and this policy will therefore be subject to on going review in addition to the following circumstances:

- Changes to the government's statutory guidance on funding entitlement usually annually in April
- Changes to Home from Home's Fee structure

7. Parent Declaration & Signature

I confirm I have read, understand and agree to the terms and conditions of Home from Home's contract policy.

Parent 1 Signature: _____ Date: _____

Parent 2 Signature: _____Date: _____

Senior Managers Signature:_____Date: _____

8. Version Control

Version	Date	Status	Comment	By
1	October 2015	V1		Julia Pattenden
2	June 2017			Julia Pattenden
3	June 2018			Julia Pattenden
4	January 2019			Julia Pattenden
5	October 2020			Julia Pattenden
6	Jan 2021		Amended I line with fee changes	Julia Pattenden
7	January 2022		Reviewed	Cassie Rhodes
8	March 2023	Final	Amended In line with fees changes	
9	June 2023	Final	Amended in line with WSCC guidance.	Julia Pattenden
10	January 2023	Final	Amended in line with fee change	Julia Pattenden

			effective Feb 24	
11	June 2024	Final	Amended in line with the new 9 months funding.	Julia Pattenden
12	January 2025	Final	Amended in line with fee change effective Feb 25	Julia Pattenden
13	September 2025	Final	Amended in line with 9 months 30 hours funding	Julia Pattenden
14	April 2026	Final	Amended in line with the fee and funding changes in April 2026	Julia Pattenden
14	October 2026	Final	Amended in line with new notice period.	Patsy Alleyne-Wake