

WEST DUNBARTONSHIRE COUNCIL
DEPARTMENT OF EDUCATIONAL SERVICES

Arrangements for Purchasing Childcare

Terms and Conditions for Parents

The Parents' Leaflet on Admission to Centres providing Early Learning and Childcare (ELCC) explains entitlement / eligibility for places and the priority for admission. Subject to availability parents may be able to purchase childcare in addition to entitlement, or where there is no entitlement.

You can also visit <https://www.west-dunbarton.gov.uk/schools-and-learning/school-and-educational-grants/purchasing-childcare/> for more information and the latest childcare charges effective from April 2019

1. To purchase childcare

You will require to contact your ELCC who will complete an Application for Additional Hours Form to capture the relevant details to allow the Council to assess capacity, calculate the charges and generate a contract. This should be done at the beginning of each session / term, or whenever you wish the childcare to start. The ELCC will also require your consent to email invoices and communications which is the Council's preferred means via the form [Email Invoicing Form](#).

Terms and Conditions will be applicable as will payment terms which are outlined below and you will be provided with a copy for your records. For clarity, no childcare will be available or authorised until the childcare contract has been returned and agreed.

You will be issued with a unique ID number. You should quote this number if you have any queries regarding your childcare invoices. All queries re invoices should be sent to earlyyears@west-dunbarton.gov.uk

2. To change hours arranged

As above, please contact your ELCC to make any permanent changes to the original hours. Minimum increase available would be 4 hours (half day session) and be dependant on capacity at your ELCC. There will be no refunds on agreed hours per your childcare contract unless your hours are withdrawn due to another child's ELC entitlement which always takes priority.

3. Payment

Payment will issued in advance and will be issued for the coming term in full. Payment will still be payable monthly via standing order or invoice which can be paid in full when received. The Council will calculate hours based on your childcare contract and use the best mix of available charges to ensure the overall service is most cost effective. Overall hours will be made up of half day (4 hours), full day (8 hours) or full week (40 hour sessions) i.e. if you request 50 hours childcare, you will be charged at 1 x full week *plus* 1 x full day *plus* 1 x half day which equates to 52 hours childcare. **No refunds or reductions can be made for hours not used.**

Individual, ad-hoc hours will no longer be available. All hours will be calculated in sessions rather than hours as per above example. Should 4 hours be used in individual hourly slots across the month, you will simply be charged the half day rate of 4 hours even though they have not been taken..

A separate Standing Order will be required for the new charge. Hours will be available only once the signed childcare contract is returned. Parents are encouraged to email or return signed contracts to ELCCs as soon as possible to allow centres to complete the necessary process to ensure provision is available. Amendments to contracts/hours mid-session will be processed only with the agreement of the ELCC establishment.

Failure to pay invoices for childcare will result in the provision of childcare being withdrawn.

4. Cancellation of Contract

One month's written notice is required for cancellation of the childcare contract. This should be given to the Head of Centre to ensure no further invoices are produced. A pro forma is available from the Centre.

Please be aware, failure to provide written notice will result in additional invoices being issued.

Contracts for 52 weeks will operate from the first day of the new term in August annually and will end the last day of the summer holiday cover. Term time contracts will operate from the first day of the new term in August annually and end on the last day of term in June.

There may be exceptional circumstances for cancelling childcare and these will be looked at on an individual basis.

5. Sick absence

All absences will be charged for at the full rate. All absence should be notified to the Head of Centre as soon as possible.

6. Holidays (applicable only for children who attend our centres over 52 weeks.

Some centres can provide a service during school holidays. Please check with the Head of Centre. Unless specified all contracts are for term time hours only. Please discuss your childcare requirements during non-term time with the Head of the ELCC who will agree the same and issue you with a separate invoice. On a standard contract, you will not be able to access childcare during school holidays.

If your child attends any of our centres during term time only and you choose to take holidays during the term, you will still be charged for the childcare.

7. Meals

Lunches are charged at the normal nursery meal rate and should be paid to the Early Learning & Childcare Centre direct.

8. Public Holidays and In-service Days

Early learning and childcare is not available in any of our centres on in-service days, therefore no charges will be made for these days. Some centres close for public holidays, not all. Centres open 52 weeks offer a service on some public holidays. You should check with your child's Early Learning and Childcare Centre.

9. Childcare Charges

A list of the up to date childcare charges is available from your Early Learning & Childcare Centre. You can also find full details at the following website address : <https://www.west-dunbarton.gov.uk/schools-and-learning/school-and-educational-grants/purchasing-childcare/>

Please note there are no discounts available.

10. Entitlement for children aged 2 – 5 years

The Government has made funding available to allow children who meet the criteria from the term after his/her 2nd birthday to access their entitlement free. All other hours will be charged as childcare.

The entitlement is for 5 x 3 hours 10 minutes per week which is a total of 600 hours over school terms. There may be flexibility as other options may be available.

Please note that on public holidays and in-service days there is no entitlement to early learning and childcare.



This document can be made available electronically, in large print, Braille, tape and in a variety of community languages. Please email earlyyears@west-dunbarton.gov.uk