

Private Place Agreement

This Agreement applies to children attending **Dottie Tots Nursery School** on a **private basis** — that is, where childcare fees are paid directly by parents or guardians for private hours and services.

If the child is accessing a government-funded only place through the **Early Education Entitlement**, a separate **Funded Place Agreement** will apply. That Agreement sets out the terms of funding, what is included, and any additional charges for meals, consumables, or optional extras.

1.0 Our Obligation to You

1.1 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not, the offer of a place may be withdrawn. Once you have confirmed the place, a non-refundable registration fee will be required to confirm the place for your child.

1.2 We will provide the agreed childcare facilities for your child for the agreed booking pattern (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.

1.3 We will adhere to the principles of the General Data Protection Regulations (GDPR) (2018) when collecting and processing information about you and your child. Our Privacy Notice can be downloaded from our website: <https://www.dottietots.co.uk/parent-area-1>

1.4 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare, subject to availability.

1.5 We will notify you as soon as possible of any days we will be closed.

1.6 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.

1.7 We will provide you with regular verbal updates as to your child's progress and will agree times to discuss progress or other matters when required.

1.8 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration.

1.9 Our website provides details of our policies and procedures which outline how we deliver the EYFS requirements in daily practice.

1.10 We will maintain appropriate insurance to cover our childcare activities.

2.0 Your Obligation to Us

2.1 You must complete and submit an online Registration Form and complete your child's profile before your child can start.

2.2 You must complete all permissions and give medicine consent and emergency treatment authorisations, which must be completed before your child first day of attendance.

2.3 You must keep your child's profile up to date and inform us immediately of any changes to the information provided.

2.4 You agree to read and abide by our policies and procedures.

2.5 You agree to make yourself available for discussions about your child's progress at mutually agreed times.

2.6 You must inform us immediately if your child is suffering from a contagious or notifiable disease. Your child must not attend if they pose a risk to others.

2.7 You must keep us informed of authorised collectors for your child. Identity checks and the agreed password will be required for unknown collectors.

2.8 You must inform us if you cannot collect your child on time and arrange for an authorised person to do so. A late pickup charge applies (see fee schedule).

2.9 You agree to notify us as far in advance as possible of any non-attendance.

2.10 Funded Place Notification and Availability: If you become eligible for government-funded childcare (9 months, 2-year-old, 3- and 4-year-old), you must notify us in writing at least six weeks in advance by emailing hello@dottietots.co.uk and provide your eligibility code and any required details.

Please note:

- All funded and additional hours are subject to availability and cannot be guaranteed.
- Funded places align with our funding structure.
- Having a private place does not guarantee a funded place, nor priority for increased hours.
- In line with DfE, funded hours are offered without obligation to purchase extra services or hours.

2.11 You must give 12 weeks' notice in writing to reduce hours or withdraw your child. Failure to do so will result in full fees being due for 12 weeks from notice. Notice must be emailed to hello@dottietots.co.uk

2.12 You must inform us if your child is subject to a court order and provide a copy if requested.

2.13 Parent Conduct: You agree to engage respectfully with staff and families. Any abusive or inappropriate conduct may result in termination of this Agreement.

2.14 If you choose not to opt into our nursery meal provision and prefer to supply your child's food, you must ensure that:

- All food items must be either commercially packaged and unopened, or clearly labelled with a full list of ingredients. Fresh fruit and vegetables may be brought from home, provided they are appropriately prepared and cut to minimise choking risk.
- Homemade meals, home-baked goods, or unpackaged food items will be accepted with a full ingredients list and checked upon arrival to the setting due to allergy management and cross-contamination risks. Lunch boxes will not be permitted into the setting without a full ingredients list.
- Packed lunches must follow our healthy eating guidelines (no sweets, chocolate bars, or fizzy drinks).
- We are a nut free setting.
- In the event that a specific food (e.g. egg) needs to be excluded from the setting due to a severe allergy, we will inform you and ask that you do not include this item in your child's lunch box in order to minimise the risk to affected children.
- These requirements align with our food and drink policy. This is vital to protect children with allergies and ensure full compliance with the Food Standards Agency and Ofsted requirements.

3.0 Payment of Fees

3.1 Fees must be paid monthly in advance. Additional sessions and services are charged at the point of confirmation.

3.2 Payments must be made by BACS, standing order, or direct debit and payment must be received within 7 working days from the invoice date. Late payments incur a £5 daily charge.

3.3 If fees are unpaid for more than 21 days from the invoice date, we may terminate this Agreement with 7 days' written notice. This will be a formal demand for any outstanding sums. The final will include the 12 weeks' notice period.

3.4 Late pickups are charged at £10 for every 15 minutes, or part of. Late pick up charges are automatically allocated to the following month's invoice.

3.5 No refunds are provided for illness, holidays, Bank Holidays, or training closures (up to 2 days per year). We are not liable for any costs incurred due to emergency closures.

3.6 Private Fee Transparency: A quotation of fees and charges are given prior to a place being allocated and can be requested by email at any point following on from the initial enquiry: hello@dottietots.co.uk . Charges may be revised annually with one month's notice given to parents before they are implemented.

4.0 Suspension of a Child

4.1 We may suspend childcare if you fail to pay fees.

4.2 If suspended for more than one month due to non-payment, either party may terminate this Agreement with written notice, where the 12 weeks' notice period will apply and the fees will be payable.

4.3 We do not exclude based on behaviour but may suspend provision if your child poses a risk to others. We will work with you and external agencies.

4.4 We will involve local authorities as needed during behaviour-related suspension.

4.5 If suspended under Clause 4.3, unused paid fees will be credited pro-rata against outstanding sums.

5.0 Termination of the Agreement

5.1 You may end this Agreement with 12 weeks' notice in writing by email to hello@dottietots.co.uk

5.2 We may end this Agreement immediately if:

- 5.2.1 Fees remain unpaid;
- 5.2.2 You breach this Agreement and do not rectify it within a reasonable time;
- 5.2.3 You behave unacceptably towards staff or other families;
- 5.2.4 We decide to close the setting (with as much notice as possible).

5.3 We may terminate if we cannot meet your child's needs despite reasonable adjustments. We will involve external agencies as required.

5.4 Withdrawal for Health & Safety Non-Compliance: Repeated disregard for health and safety rules (e.g. sending sick children or late pickups) may lead to immediate termination.

6.0 General

6.1 Force Majeure: We are not liable for closures due to unavoidable external circumstances. Fees remain payable unless closure exceeds three days.

6.2 Any concerns should be raised with your child's key person or the manager. Complaints will be handled per our policy.

6.3 We will seek your written consent before using photographic images of your child, as outlined on your child's profile, under permissions.

6.4 We may refuse to admit or ask you to collect your child if they show signs of illness or contagious infection, as per our Managing Children who are sick, Infectious or with Allergies policy.

6.5 While we provide food and drink, we are not a commercial kitchen. We follow food safety practices and accommodate dietary needs with appropriate risk assessments.

6.6 Personal information is managed in line with GDPR (2018) and our Confidentiality and Parent/Guardian Access to Records Policy. We may share data without consent only when required by law to protect a child or others.

6.7 Social Media and Online Communications: You agree not to share sensitive information or images online that affect the setting's reputation, staff, or families. See our Online Safety Policy (Including Mobile Phones and Cameras and all Electronic Devices with Sharing Capabilities) for full terms.

6.8 Emergency Evacuation or Relocation: You consent to your child being moved to a safe location during emergencies, as per our Emergency Procedure.

6.9 Use of Photography and Video: Subject to your consent, we may use internal photos or video for observation or safeguarding. No external use without permission.

6.10 We are not liable for closures beyond our control.

7.0 Data Protection

7.1 We process personal data in line with GDPR and our policies.

7.2 Data may be shared without consent when legally required for safeguarding.

8.0 This Agreement

8.1 We reserve the right to vary these terms with notice.

8.2 This Agreement represents the entire understanding between us and replaces any prior arrangements.

8.3 Acceptance of a place constitutes Agreement to these terms.