



Acorns Pre-School Commitment Order

We offer a safe, caring and stimulating environment in our Acorns Preschool for children from 3 years to 5 years old during term time only. We are open from 8.30am until 3.30pm, term time only.

15 hours funding:

All eligible children are able to receive 15 hours of funded education via the government. Sessions are discussed with families at the point of admission. Sessions are across 5 mornings or 5 afternoons only:

Morning session	Afternoon session
8.30am – 11.30am	12.30pm – 3.30pm.

30 hours funding:

Some families are eligible to receive 30 hours of funded education via the government. Sessions are across 4 full days and a morning session on a Friday only as per below:

Monday - Thursday	Friday
8.30am – 3.30pm	8.30am – 11.30am.

Additional childcare outside of the funded childcare is available on a half term basis only, and by completing this commitment order.

Payment Terms:

- Parents/guardians agree that the commitment order is reviewed on a half termly basis in preparation for the half term ahead. Fees will be paid in full and in advance of the first day of the half term via MCAS. If you do not have access to the internet, the school office can support with computer access.
- All extra hours are billed at the session rate, details can be found below.
- Fees are based on booked days, not attendance, therefore parents/carers are responsible for fees whether their child attends or not. This includes absences for illness, holidays or days off.
- Families experiencing any financial challenges should in the first instance discuss this with the Class Teacher who will liaise with the Operations Coordinator. Unpaid fees are subject to any extra sessions being withdrawn and childcare sessions amended. If this is the case St Francis of Assisi will issue the parent/carer one weeks' notice before changing the childcare arrangements to 'funded sessions only'. The purpose of this action is to safeguard the family from incurring further costs and debt accruing.
- The child's additional sessions may be re-installed when the school is confident that the family are able to pay all costs, and the balance has been paid in full or a payment plan has been agreed. This is at the discretion of the Operations Coordinator and Leadership Team.
- Finally, we reserve the right to remove all sessions and to pass the debt to an outside agency or the small claims court. Please note the above actions are taken reluctantly. They are in place to safeguard the school and responsibility we have for all families. If you are experiencing financial hardship, please discuss this matter with the Class teacher who will liaise with the Operations Coordinator.

Additional sessions priced at £20 per session. This does not include school lunches or additional items such as nappies, creams and wipes.	Morning Session = 8.30am – 12.30pm (4 hours)
	Afternoon Session = 11.30am – 3.30pm (4 hours)

Child's Full Name:	
--------------------	--

Additional sessions required per half term:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session					
Afternoon session					

- I confirm that the additional sessions required are correct for the half term and I agree to the payment terms.
- I understand that should payment not be made via MCAS by the 1st day of the half term my sessions will revert to government funded sessions only.
- I am aware that childcare sessions may be amended to safeguard my financial position and to avoid any debt being accrued.

Half Term	Parent/Carer Sign to confirm sessions are correct for the half term listed	Date
Autumn 1		
Autumn 2		
Spring 1		
Spring 2		
Summer 1		
Summer 2		

Office use only:

Half Term	Added to MCAS:	Date
Autumn 1		
Autumn 2		
Spring 1		
Spring 2		
Summer 1		
Summer 2		

We are a welcoming and supportive community who wish to serve our families with services for a small charge; we do not offer free childcare. We encourage families to reach out to us in the event of any financial challenges so we are able to offer avenues of support.