



Happy Hillers Parent/Carer Agreement

This document details the agreement between Happy Hillers and the parent or carer of a child attending Happy Hillers.

The contract must be agreed and signed prior to any Happy Hillers place commencing.

Happy Hillers Fees and Payment

Government Early Years Funded entitlement for preschool hours is used so when you register your child for their funded place, please bear this in mind if you split hours with another setting. We offer flexible sessions as specified by the Government. We are able to offer additional sessions not funded by the Early Years Funded Entitlement as self-funded sessions (see charges below)

- Government Universal offer of 15 hours Early Years funding for 3 year old's Term Time only can be used to pay for sessions booked.
- Some working parents may be entitled to Enhanced entitlement for working parents of an additional 15 hours totaling 30 hours Term Time only (**see specific guidelines below**)
- We do not stretch the government funded hours over the whole year as Happy Hillers is only open during term time.
- Any difference in hours between government funded hours and booked hours will be charged in line with charges as per the charging policy
- Happy Hillers accept Tax-Free Childcare

For working parents -Enhanced entitlement Check. This is for the additional funded 15 hours
It is the parents' responsibility to confirm this funding by the deadline dates- see list below

You will receive emails, directly from Childcare choices, every 3 months to complete the check, which you **MUST** complete immediately.

This check is essential to confirm your eligibility for funded childcare hours – if it is not completed and confirmed by the deadline you will incur a charge for the additional hours your child attends, as the hours won't be funded by the Government.

Headteacher: Mrs Danielle Brayshaw
Coney Hill Community Primary School, Coney Hill Road, Gloucester, GL4 4NA
01452 522734 admin@coneyhill.gloucs.sch.uk www.coneyhillprimary.co.uk



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What you need to do

- **Run your entitlement check** via the HMRC childcare service portal – you will have received reminder emails directly from them.
- Once completed, please **send a confirmation email** including your **eligibility code** to: **kthompson@coneyhill.gloucs.sch.uk**

Deadlines

- All entitlement checks must be completed by the deadline dates

Term	• Notification deadline date to submit codes to Kthompson@coneyhill.gloucs.sch.uk	• Childcare choices deadline dates
Autumn 2026	13 th July 2026	31 st August 2026
Spring 2027	17 th December 2026	31 st December 2026
Summer 2027	22 nd April 2027	30 th April 2027

- Confirmation emails and codes must be submitted to Kat no later than the dates in yellow
- These dates are due to school being closed over the holiday period.

Additional charges (see charging policy)

All additional charges are payable via parentpay, www.parentpay.com.

All fees are charged monthly via Parentpay and payable termly on the first day of term for all booked sessions.

If your child is unwell and unable to attend charges will be payable.

If Happy Hillers has to close due to any health and safety reasons, including bad weather, charges will be payable during the closure period.

Consumables - It is expected that parents supply their own sun cream, wipes and nappies as required.

Lunch – to be provided by parent/carer, e.g. packed lunch, we cannot heat food.

Please see guidance on a healthy packed lunches in your pack, we have a policy of no nuts in pre school

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Prices as at June 2025	Per session
Snack	20 p
Lunch session – no lunch food provided	£3.5
Self funded session that excludes lunch session	£22

There is a late collection charge of £5 for persistent lateness after 10 minutes, at the end of sessions. We are happy to discuss any payment charges with you or set up a payment plan if your circumstances change or you find that you are in financial difficulty.

Termination of Contract

- Should you wish to terminate this contract you should do so in writing providing us with a **minimum of one months' notice.**

This contract may be ended by Happy Hillers if any of the following apply:

- Failure to pay fees
- Failure to confirm eligibility codes for Enhanced Entitlement funding

Or any major breach of our policies.

Please sign the Agreement as per the conditions set out above to confirm your child's space

Agreement between Parent / Carer and Happy Hillers

By signing this you are agreeing to all of the terms and conditions as detailed in this contract.

Name of Parent / Carer

Signature of Parent / Carer Date

Name of preschool child;.....

Signature on behalf of Happy Hillers

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