

Funding Terms and Conditions

Bright Horizons Family Solutions Limited (Bright Horizons) is the contracting company for all of Bright Horizons related companies and brands in the United Kingdom. Bright Horizons is a company registered in England and Wales under Company Number 2328679 which has its registered office at Britannia House, 3-5 Rushmills, Northampton, NN4 7YB. Throughout these Funding Terms and Conditions, the Nursery and/or Bright Horizons may be referred to as “we” and the Parent(s)/Legal Guardian(s) may be referred to as “you”.

Early Years Funding is a national scheme administered by local authorities in England, which offers funded childcare hours with an Ofsted registered provider.

The following terms and conditions are your agreement with Bright Horizons regarding the Early Years Funding at our Nursery. When accessing Early Years Funding where there is any difference between these Funding Terms and Conditions and the Parent Terms and Conditions, the Funding Terms and Conditions apply.

1. You must complete and return our standard Parent Terms and Conditions and all other forms required by the Nursery. These Funding Terms and Conditions relate to Early Years Funding only and applies in addition to the Parent Terms and Conditions.
2. You must complete and return the local authority parent declaration form (and any other required documentation) that the Nursery provides to you on a termly basis for Bright Horizons to claim the Early Years Funding on your behalf. Failure to complete and return the relevant documentation will result in Bright Horizons being unable to claim the Early Years Funding and you will be charged full fees as per the Nursery Fee Sheet.
3. You must provide any information requested by the local authority to us for Bright Horizons to claim the Early Years Funding on your behalf such as (but not limited to) an eligibility code and national insurance number. Early Years Funding will not be claimed from the local authority until all necessary information has been provided by you.
4. The deadlines for claiming Early Years Funding are set by the local authority and vary each term. If your child is not in attendance at the prescribed points throughout the year Bright Horizons will not be able to claim the Early Years Funding for that term and you will be charged full fees as per the Nursery Fee Sheet for the relevant period.
5. Early Years Funding sessions that are not attended by your child cannot be banked by you and used at a later date or moved to another day.
6. Bright Horizons offers Early Years Funding in accordance with our Funding Policy at <https://www.brighthorizons.co.uk/terms-and-conditions/funding-policy>. The Funding Policy is subject to change from time to time.
7. The Early Years Funding does not cover the cost of: -
 - a. Meals and snacks;
 - b. Non-food Consumables (such as nappies and suncream);

- c. Children’s activities not directly related or necessary for the effective delivery of the Early Years Foundation (EYFS) statutory framework); or
- d. Any additional hours outside of the funded hours.

To cover the cost of food, Bright Horizons request you pay a non-mandatory food fee during the funded hours. You should refer to the Nursery Fee Sheets for the food fee and the cost of additional childcare outside of the Early Years Funded hours.

8. Your receipt of Early Years Funding is subject to our receipt of payment from the local authority for the hours funded by the Early Years Funding.
9. We reserve the right to make changes with immediate effect to these Funding Terms and Conditions and/or our offer of Early Years Funding if required to do so by law or the local authority or other regulatory body.
10. If you over claim your child’s Early Years Funding or your child exceeds the allowable absences (which varies per local authority), the local authority may reclaim funding from us. In this instance you agree to pay the full fees as per the Nursery Fee Sheet for the sessions where the Early Years Funding has been reclaimed.
11. The amount you pay us when Early Years Funding is claimed may change when your child transitions between different types of Early Years Funding e.g. from two-year-old funding to three-year-old funding.
12. Should you choose not to pay the food fee and or the additional hours you must give the Nursery written notice (which can be by email) either:
 - a. At the time your child starts at the Nursery; or
 - b. with at least 2 months’ written notice during your child’s time at Nursery

PRIVACY NOTICE

In order to provide Early Years Funding to you, regulation requires us to share information related to your child and his/her care with the relevant local authority and/or the Department for Education. The information shared may include information relating to your child’s gender, age, attendance/ absences, disabilities or any other information required under regulation. To see our full Privacy Notice please go to <https://www.brighthorizons.co.uk/privacy-policy>.

PARENT/LEGAL GUARDIAN WITH LEGAL RESPONSIBILITY DECLARATION AND AGREEMENT

You confirm that you have legal responsibility for the child mentioned detailed below and that the information you have provided/will provide in the local authority parent declaration form is true and accurate. You understand and agree to the terms and conditions set out in these Funding Terms and Conditions and you authorise Bright Horizons to claim Early Years Funding on behalf of your child.

To be completed by Parent(s)/Legal Guardian(s)

Name of Child

Signature

Name(s)

Date

