



Little Rigby's Preschool Commitment Order

Little Rigby's Preschool provides a nurturing, engaging, and well-resourced environment where our youngest learners thrive. It offers a distinctive Early Years experience where curiosity is ignited, individuality is celebrated, and strong foundations shape a lifelong love of learning.

Sessions:

The Preschool is open **Monday to Friday**, between the hours of **8.30am - 3.00pm**, term-time only. Places are limited to 15 for children aged 3 - 4 years old.

Session Timings	
Morning Session	08.30am – 11.30am
Lunchtime Session	11.30am – 12.00pm
Afternoon Session	12.00pm – 3:00pm

15 hours funding:

All children aged 3 and 4 are entitled to 15 hours of early education per week for 38 weeks of the year, funded by the government. Sessions are discussed with families at the point of admission and are usually offered as five morning sessions each week.

30 hours funding

Some families are eligible to receive 30 hours of funded early education via the government. Sessions are discussed with families at the point of admission and can be offered as:

- *Option 1:* Four full days (Monday – Thursday) and Half day (Friday 08.30am – 12.30 pm) = 30 hours pw
- *Option 2:* Five full days (Monday to Friday) = 32.5 hours pw (incl lunch cover per day @ £3.00 per day)

Additional Hours

Parents/Carers can book and pay for additional regular hours beyond allocated funding provision. This must be agreed in advance each half-term by completing the commitment order overleaf. Any additional sessions will be charged at £15.00 per session (AM/PM) or £6.00 per additional hour or £3.00 per day lunch cover.

This does not include school lunches or additional items such as nappies, creams and wipes.

Payment Terms:

- *Parents/Carers agree to complete the commitment form on a half termly basis in preparation for the term ahead. Fees must be paid in full and in advance of the first day of the half term, via MCAS.*
- *All additional hours beyond government funding are charged at the standard rates, as outlined above.*
- *Fees are based on booked session, not attendance; therefore parents/carers are responsible for payment of fees regardless of whether their child attends or not. This includes absences for illness, holidays or other days away from school.*
- *Families experiencing financial difficulties are encouraged to speak with the Office Manager, in the first instance, who will liaise with the Headteacher. Where fees remain unpaid, additional sessions may be withdrawn and childcare provision amended accordingly. If this occurs, St John Rigby will provide parents/carers with one week's notice before amending childcare arrangements to funded sessions only. This measure is taken to help prevent further costs being incurred and to avoid the accumulation of debt.*
- *Any additional sessions may be re-instated once the school is satisfied that all outstanding costs have been cleared in full or an agreed payment plan is in place. This decision is at the discretion of the Office Manager/Headteacher and Leadership Team.*
- *Finally, we reserve the right to withdraw all sessions and refer outstanding debts to an external agency or pursue recovery through the small claims court. Please note that such action is always taken as a last resort. These measures are in place to safeguard the school and ensure fairness and responsibility to all families. If you are experiencing financial hardship, please contact the school so that we can offer support.*

Child's Full Name:

Funded Sessions Required (per half term)

15 hours

30 hours (please tick funding option)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session (8.30am-11.30am)					
Lunchtime (11.30am – 12.00pm)					
Afternoon Session (12.00pm – 3.00pm)					

Additional Sessions Required (per half term)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session (8.30am-11.30am)					
Lunchtime (11.30am – 12.00pm)					
Afternoon Session (12.00pm – 3.00pm)					

- I confirm that I have declared my eligibility for funded early years entitlement and provided my funding code, where required, for the term ahead.
- 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

Parent Declaration:

Half Term	I acknowledge and confirm that the sessions listed for the half term are correct	Date
Autumn A	Signed: _____ Print: _____	
Autumn B	Signed: _____ Print: _____	
Spring A	Signed: _____ Print: _____	
Spring B	Signed: _____ Print: _____	
Summer A	Signed: _____ Print: _____	
Summer B	Signed: _____ Print: _____	

Office use only:

Half Term	Added to MCAS	Date
Autumn A	Signed: _____ Print: _____	
Autumn B	Signed: _____ Print: _____	
Spring A	Signed: _____ Print: _____	
Spring B	Signed: _____ Print: _____	
Summer A	Signed: _____ Print: _____	
Summer B	Signed: _____ Print: _____	

We are a welcoming and supportive community committed to serving our families through high-quality provision offered at a modest charge; we do not provide free childcare. We recognise that circumstances can change and always encourage our families to reach out and contact us should any financial challenges arise. All communication will be managed in the strictest confidence so that we can explore appropriate support and solutions together.

