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**ADDENDUM TO TUTSHILL COMMUNITY PRE-SCHOOL TERMS AND CONDITIONS**

The following provision shall form part of the contract between Tutshill Community Pre-school

 and parent/guardian ………………………………………………dated…………………………….

If Tutshill Community Pre-school is forced to close for reasons beyond the settings control, the parent(s)/guardian(s) agree that during the period of closure, they will pay a retainer fee of £1.66 per hour to retain the child’s place at the setting, this also applies to any hours not covered by government funding.( Tutshill Community Pre-school, Terms and Conditions; Fees and Invoices ).

The notice period, as referenced in the Terms and Conditions, cannot include a period of holiday of either party or during a time when the setting is not providing care or being paid in full. But the notice period can include a period when the circumstances of forced closure apply. (see Tutshill Community Pre-school, Terms and Conditions)

**Notes for guidance** (Terms and Conditions}

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child’s attendance. This also applies to any hours booked over your funded hours. No refunds are given for sessions missed due to sickness or unavoidable/emergency Pre-school closure outside of the settings control. (for example, due to; severe adverse weather, an epidemic or pandemic, a severe outbreak of disease or plague, an instruction from government to close or any other reason required by law) Be aware that the number of days childcare provided each month may vary.

The parent(s)/guardian(s) agree that during the period of closure they will pay a retainer fee to enable the setting to retain the child’s place if the place is a fee-paying place or hours are booked over and above funded hours.

This clause would not apply to any period of suspension imposed on Tutshill Community Pre-school by Ofsted due to an investigation into the settings registration.

This addendum shall not alter, modify or change in any other respect the Terms and Conditions/contract, with the exception of the above.

This section is to be signed by all parties to the contract:

 Pre-school Manager / Deputy Manager…………………………………Date…………………….

Parent/guardian……………………………………………………………..Date……………………..