

Early Years & Childcare Service  
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Wednesday 6 August 2020

Dear parent/carers

### **Childcare contracts**

As you will be aware, because of the extreme circumstances presented by the pandemic, the borough took the step of offering an increased amount of flexibility over childcare contracts to support the challenging circumstances that many parents and carers were faced with in terms of employment and salaries. Since March, many of you will have taken up fewer hours or days than agreed in your contract and will have been charged only for the time your child attended nursery.

In the light of a full return to a more normal service from September with a continuation of no restrictions on group sizes in early years, we will be reverting to **standard contracts and charging from 31<sup>st</sup> August 2020**. If you have been benefiting from increased flexibility up to now, please accept this as the required 2-week notice period for us to make these changes.

However, even though we are reverting to standard contracts in September, there are still specific restrictions placed on all of us because of Covid 19. We have taken these into account and set out below the circumstances related to Covid-19 in which you will or will not be charged.

#### **From August 31st you will be charged as normal if;**

- your child has to be kept at home having contracted and tested positive for Covid-19.
- your child is sent home because they are displaying Covid-19 symptoms (high temperature, new persistent cough, loss or change to sense of smell or taste) and while waiting for a test result (Results are usually given within 48 hours) This is in line with the standard sickness policy.

#### **From August 31<sup>st</sup> you will not be charged if;**

- your child has to be sent home because they are a member of a group required to self-isolate because another child or member of staff in the group has tested positive for Covid-19.
- your child has to self-isolate for 14 days because a member of your household has tested positive. These requirements are central government Public Health measures which only apply to Covid-19.

Please do speak to the Head or Executive Head of Centre if you wish to discuss further or require any more information.

Yours sincerely

A handwritten signature in black ink that reads "P. J. Kenway". The signature is written in a cursive style with a large, sweeping flourish at the end of the word "Kenway".

Penny Kenway  
Head of Early Years and Childcare