

CONDITIONS OF PROVISION

Please read these Conditions of Provision carefully, sign them and return a copy to the school. They reflect the custom and practice of nurseries providing full/part time day care and are the basis of our contract with you. Abiding by these conditions enables us to provide and maintain the highest standards of care for your child and he/she will not be able to attend nursery until these signed conditions are returned. The rules about notice and payment of fees are designed to promote stability and assist the forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/guardian’s statutory rights.

1. REGISTRATION

1.1 To register your child at the nursery, contact the school office for information. If you wish to book for more than the funded hours, there is a non-refundable registration fee of £15 per child.

1.2 A registration does not guarantee that a place will be available.

1.3 If you delay taking up a place once one becomes available, you will be liable for the fees for that period.

2. CONTRACTS

2.1 All contracts run for school term times only. Fees are not payable during school holidays. Due to the need to maintain staffing levels in the nursery, refunds are not given for any absence during term time.

2.2 A full term’s notice is required if you no longer need your child’s place. Fees are payable during the notice period.

3. SESSIONS AND BOOKINGS

3.1 Care is provided from 8:50am to 3:30pm on Monday to Friday for 38 weeks of the year (school term times) apart from weekends and public holidays. These times include lunch-club from 12 to 12:30pm.

3.2 Session times and prices cannot be adjusted to suit individual needs. We are unable to accommodate fluctuating shift patterns and bookings must be for the same sessions every week.

3.3 Bookings cannot be altered mid-term nor swapped for other sessions, we need half a term’s notice of any alterations. In exceptional circumstances, (e.g. bereavement, unexpected hospitalisation) we may take an extra booking if we are able to accommodate the child within the existing carer ratios. These exceptional sessions must be booked on an official form and paid for in advance. An email is not sufficient. Please contact the school office if you think you qualify as being in exceptional circumstances.

3.4 Please collect your child promptly at the end of their sessions. Extra care for children who are collected late, or who arrive early, will be charged at our advertised rate every ten minutes (or part) outside the booked sessions. The nursery has to be vacated by the closing time and we are not insured to take children outside of their booked hours. If you are going to be unavoidably delayed, please let us know. If a child is not collected on time, we will telephone you or your emergency contact. If we cannot reach you after 30 minutes of trying we will follow OFSTED procedure and contact Social Services.

3.5 If your child does not attend their funded sessions continually over a two week period and we have not been notified of their absence in advance you will be notified at the end of the two weeks with a written letter stating that your child will no longer have a place in the Nursery. As a result they will not be able to attend any further sessions. If you child is absent due to a holiday we need to be informed the week before and on a daily basis if sickness has occurred. You will still be liable for the full term’s fees if you leave part-way during the term.

4. FEES AND EXTRA CHARGES

4.1 Fees are calculated on the basis of the weekly charge for the sessions booked.

4.2 The price quoted on registration includes, drinks. Nappies, wipes, nappy sacks and sun cream must be provided from home. There is an additional small charge of 20p per session each week for snacks.

4.3 All fees are charged termly – September to December, January to March and April to July. Invoices will be addressed to the person(s) named on the registration form. Payments should be made through school online by card using Schoolmoney.co.uk. Please advise us if you wish to pay by cash or cheque. Fees may be paid in instalments as long as the last payment is received before the end of the payment period.

4.4 Fees are due during periods of absence from nursery, including sickness and personal holidays. Cases of long term sickness will be considered by the Governors on an individual basis.

4.5 The nursery reserves the right to charge interest on late fees at the rate of 2% over the Barclays Bank Rate. For re-presented payments, a minimum charge per occasion will be applied. If you are having difficulty meeting your nursery payments, please talk to the office about setting up a payment plan. Children may be excluded from the nursery and the registration terminated if fees are outstanding for more than 7 days beyond their due date. In this event, legal action will be taken and the costs added to the outstanding fees. Any default on payment will incur an administration fee (see cost schedule). Accounts in debt will be informed by email and SMS text.

4.6 We accept childcare vouchers as part or full payment for fees from most of the prominent childcare voucher providers. Please let us know which company you use and we will ensure we are registered with them. We are also registered for HMRC Tax Free childcare.

4.7 The setting will apply for Government Funded hours on your behalf for the statutory 15 hours for 3year olds. Children are eligible for this in from the start of the funding period after their 3rd birthday. Not all parents are entitled to the extra 30 funded hours, please check your eligibility and provide us with your “pass code” so that we may apply for this on your behalf. This also applies to 2 year old funding. If you are eligible you will be given a “pass code” which we need to apply for the funding on your behalf. Lunch club is not usually included in the funded hours and will be charged and invoiced for separately as necessary.

5. SICKNESS AND SPECIAL REQUIREMENTS

5.1 If your child becomes ill during a nursery session, a member of the nursery team will contact the parent/guardian or the emergency contact given on the registration form. Please choose your emergency contacts carefully to be sure they are likely to be available if you are not. In an emergency, we will seek medical advice.

5.2 If your child is suffering from a communicable illness, he or she should not be brought into nursery until completely better. Although your child may seem well, please consider our children with reduced immune systems and do not bring your child back until the infection is cleared – currently policy is to allow 48 hours for this. We have a list of recommended absence times for most childhood illnesses, please ask for advice.

5.3 Please inform the nursery leader before the session start time if your child is absent through illness or any other reason. A message can be left on the school answerphone.

5.4 Fees are due during periods of absence including sickness. Cases of long term sickness will be considered by the Governors on an individual basis.

5.5 We will work with parents/guardians to provide suitable food for children who have special dietary needs on medical or ethical grounds (diagnosed in writing by a medical practitioner).

6. SAFETY

6.1 The nursery is based within a busy school site within the village. Please be considerate to other users and villagers when parking and bringing children to or collecting them from nursery.

6.2 The nursery operates a Child Protection/Safeguarding Policy in line with the main school policy. Copies are available on the website or from the school office.

**6.3 Syresham St James CE Primary School and Nursery is obliged to report to OFSTED/Child Protection Services any incident where it is considered a child may be abused or neglected. This may be done without informing the parent or guardian.**

7. OTHER CONDITIONS OF PROVISION

7.1 Syresham St James CE Primary School and Nursery does not accept responsibility for accidental damage to or loss of property. The nursery does maintain those insurances required by law. Details of these are available from the school office along with copies of the Employer’s Liability and Public Liability insurance policy.

7.2 Other important policies that we need to make parents and guardians aware of by law, which relate to the nursery as well as the school can be found on the web site. We suggest that you have a look at these and familiarise yourselves with their content. Please see the list in the declaration section below.

7.3 If a member of staff, within six months of leaving employment of Syresham St James CE Primary School and Nursery is employed by a parent/guardian to care for a child who has previously registered at the nursery then the parent/guardian will be liable to pay the nursery a sum equivalent to six months’ salary for the employee at the time of their employment with the nursery ended.

7.4 Your child’s encrypted personal data will be entered onto our computerised system to enable efficient administration and swift access to vital information. The data is stored in the UK. The nursery staff take photographs within the nursery setting to monitor your child’s progress. Sometimes, we may wish to use these photos in training or promotional material. You will be asked to complete a photographic consent form to indicate if this publication is acceptable.

8. DECLARATION

I have read and understood the above Conditions of Provision and agree to abide by them. I confirm that I have read the school policies below which relate to school and nursery and can be found on the school web site [www.syreshamprimaryschool.co.uk](http://www.syreshamprimaryschool.co.uk) : and on the nursery web site : [www.syreshamschoolnursery.co.uk](http://www.syreshamschoolnursery.co.uk)

 (please ask at the school office if you would like a paper copy of these documents)

* Attendance
* Behaviour
* Anti-bullying
* Data Protection
* Publication Scheme
* Health, Safety and Welfare
* Safeguarding and Child Protection
* Privacy Policy and GDPR
* Nappy Changing policy

Name ……………………………………………………………………………………………………in CAPITALS please

Signature ……………………………………………………………………………………………………………………………..

Date ……………………………………………………………………………………………………………………………………..