

Terms and Conditions including Booking Form (attached)

These terms and conditions are a contract between Harvington CE School Nursery and parents of the child/children attending the facility.

Provision

Harvington CE School Nursery is situated in, and is part of, Harvington CE First School, Harvington. Children can join our nursery from the age of two years nine months, subject to a place being available.

Children attending Nursery will be signed in and out by a parent/carer at the appropriate times. If a child is staying for lunch then a hot meal needs to be ordered – which must be paid for via ParentPay – or a packed lunch needs to be provided. Healthy snacks and milk will be provided during the course of a Nursery session.

All children from Nursery must be collected before the end of the session, otherwise a late collection charge will be enforced. A late collection charge of £5 per 15 minutes or part thereof will be made for children not collected by the end of session. This will be added onto half termly invoices. This is to cover staff costs that would be incurred in this situation. If you are going to be late please inform us immediately.

Early Birds (breakfast) club and Harvington Wrappers (after school club) are open to all children who attend our school and Nursery. Please see the separate Terms and Conditions for information for these wrap-around clubs.

Nursery is fully equipped with a wide range of resources for your child, and we cannot accept any responsibility for loss or damage to personal property.

All nursery bookings run until the end of the academic year. Booking forms for the next academic year will be issued in May. Places will be allocated according to our Admissions Policy. If a session is full, children will be placed on a waiting list.

Fees, Monthly Invoices, Payment and Late Payment

All fees are outlined on our Booking Form. Fees are chargeable in advance for those sessions which are booked. Invoices will be issued at the beginning of each new half-term. When you are advised of confirmation of your place, a costing guide is provided. Please use this information as a guide only as individual invoices may differ depending on how you have chosen to split your funding with another provider, whether your sessions are pre-booked and if any discounts apply (Early Birds and Wrappers only).

Invoices are issued on behalf of Worcestershire County Council. Payments are made directly to Worcestershire County Council via BACS, online banking, telephone/PC banking, bank giro credit, or by post or in person. Invoices must be paid within 30 days. If you wish to use childcare vouchers or the government's tax-free childcare (TFC) scheme, please contact the school office for more information.

Occasionally we may ask for extra payments, for example, a voluntary contribution towards a school visit.

In circumstances where a parent/carer is unable to keep up payments we would ask that you contact the school immediately to discuss the issue before time passes and we take formal action. Failure to meet payment will result in termination of the child's place. The parent/carer remains responsible for all outstanding fees. All sessions booked must be paid for, regardless of whether the child attends. We would hope you appreciate we have a high amount of overheads and are unable to cover these if late payments are made.

We reserve the right to review the fees at any time, but will give you no less than one month's notice prior to any changes taking effect. In the event that bank charges are incurred as a direct result of your non-payment of fees, we reserve the right to charge you an administration fee of £15.00.

Nursery Education Funding for 2-, 3- and 4 year olds

Funding for 3- and 4-year-olds:

Children will receive 15 hours of universal funding in the term after their 3rd birthday. You can also claim 15 hours additional funding if you are eligible for the Working Family (30 hours) funding.

<u>Child's 3rd birthday</u>	<u>Funding starts</u>
1 st April – 31 st August	September
1 st September – 31 st December	January
1 st January – 31 st March	April

Eligibility for Working Family funding is determined by HMRC. Eligible families will be issued with a funding code for each child. This code must be reconfirmed every three months.

Funding for 2-year-olds:

30 hours of Working Family funding is available for some two-year-old children from the term after their second birthday, so may be available when your child starts in our nursery.

<u>Child's 2nd birthday</u>	<u>Funding starts</u>
1 st April – 31 st August	September
1 st September – 31 st December	January
1 st January – 31 st March	April

Eligibility for Working Family funding is determined by HMRC. Eligible families will be issued with a funding code for each child. This code must be reconfirmed every three months or the funding will be withdrawn.

Families receiving some additional forms of government support may be entitled to 15 hours of FRAS funding – please contact the school office for further information. Some children may be eligible for 15 hours of Working Family funding on top of the FRAS funding.

Funding – additional information:

As a parent you choose how to allocate your funding and this may be split between two or more providers. This will need to be clearly stated on the Parent Declaration Form.

To claim Nursery Education Funding, a Parent Declaration Form MUST be completed, listing ALL the settings attended by your child. A new Declaration MUST be completed if your child starts attending a new setting, or changes the number of hours at any setting – this is a condition of claiming Nursery Education Funding from Worcestershire County Council. Failure to complete a new Declaration may invalidate your child's entitlement to funding.

Parents claiming Working Family funding will be prompted to reconfirm their details every 3 months via text or email from HMRC. If you miss the reconfirmation deadline you will be notified that your eligibility has lapsed.

Funding codes (issued by HMRC) for Working Family funding MUST be valid on:

- **1st September if the funding is to be used during the autumn term**
- **1st January for the spring term**
- **1st April for the summer term**

If the code is not valid on 1st September, 1st January or 1st April, Working Family funding will not be available until the following term.

If your child changes settings after the 3rd week of term, their funding will NOT follow them to the new setting for the remainder of the term, unless:

- You have given notice to terminate your child's place in the old setting before the end of the 3rd week of term and that setting has not claimed funding for the remaining weeks of the term, or
- It can be shown that the old setting was not meeting the needs of your child, or
- Due to a change in family circumstances, it is no longer possible to travel to the old setting

Funding will resume at the new setting from the beginning of the following term.

Further information regarding funding can be found in the Schools, Education and Learning section of the Worcestershire County Council Website (www.worcestershire.gov.uk).

Morning and afternoon sessions each include 10 extra minutes which are funded by the school. This is so that drop-off and collection times coincide with those of the school, for the convenience of families.

Holidays and Sickness

All sessions must be booked and paid for regardless of whether the child attends or is absent eg due to illness. No refunds will be given for sessions missed or alternative sessions offered. For safeguarding purposes we request that you inform us if your child will not be attending any booked sessions.

Extra Sessions

Extra sessions must be booked and confirmed with the school office, they may be paid for at the time of booking or added to the next invoice. Sessions cannot be swapped.

Nursery Closure

Harvington CE School Nursery will close in line with school holidays, no charges will be made for these periods. However, if in exceptional circumstances or due to bad weather the Nursery has to close, no refunds will be given. **Nursery will not remain open for Teaching Training Days as funding is on a term-time only basis.**

Termination and Notice Period

We reserve the right to terminate a child's place with immediate effect if any fees are not paid by the date due or if a parent, carer or child displays abusive, threatening or inappropriate behaviour towards a member of staff or another child. You may end this agreement at any time by giving us at least four weeks written notice of cancellation of your Harvington CE School Nursery place. Users will be charged if insufficient notice is given. We may terminate a child's place at any time by giving you at least one month's written notice. We will normally only invoke this option at the end of the summer term. Parents still remain liable for fees throughout the notice period.

PLEASE NOTE: Nursery bookings **DO NOT** roll over from one academic year to the next. **All** parents will be asked by May of the current academic year to complete a new booking form setting out their requirements for the upcoming academic year (which starts in September). Places for the new academic year will be allocated according to the Admissions Policy.

Accidents, Illness and Medication

Nursery will administer basic first aid and treatment when necessary. Parents will be informed of all accidents. For accidents of a more serious nature involving hospital treatment all attempts will be made to contact the parents but failing this we are hereby authorised to act on behalf of parents to obtain the necessary treatment. We will administer prescribed medicines providing parents complete a Medication Administration Form which gives written consent to do so. We may require parents to withdraw their child from Nursery in the event that they require special medical care or attention where it is considered that the child is not well enough to attend or where they may be suffering from any contagious diseases or infections which could be passed onto other children. We accept no responsibility for children contracting contagious diseases or infections. Please refer to our First Aid Policy. Parents are requested to inform us if their child is suffering from any illness or allergy before attending Nursery.

Allergies

Parents are required to inform Harvington CE First School of any food, medicine, activities or any other circumstances that may cause the child to have an allergic reaction. This information should be shared on the Data Collection/Consent Form.

Security

Under no circumstances will a child be able to leave Harvington CE School Nursery with anyone unknown to the staff unless a parent has previously arranged this. Parents/Carers must provide name and photo of other adults authorised to collect children. If a parent has made alternative arrangements by telephone Harvington CE School Nursery will require the name of the person collecting the child, their address and telephone number. Proof of identity will be required upon arrival and a password only known to the person collecting the child, child's parent/carers and Harvington CE School Nursery staff.

Photo Permission

At Harvington CE First School we use photographs of the children in and around the setting for various projects. If you do not wish for your child to be included please indicate this on the Data Collection/Consent form.

Safeguarding

Safeguarding our children is our highest priority. We have an obligation to report any safeguarding concerns to the relevant authorities. We may do so without your consent and/or informing you. Please see our Safeguarding Policy for further information. If you have any safeguarding concerns please report these to the school Designated Safeguarding Lead.

General

Data collection/consent forms must be completed prior to children being left in our Nursery. You should inform us immediately of any changes to personal contact details. You must keep us informed of any changes to the person(s) authorised to collect your child. We have an extensive insurance cover and full details of this are available on request. We reserve the right to amend these terms and conditions at any time, and will provide a minimum of one month's notice to changes.

If you have any concerns regarding the services we provide, please contact the school. Your satisfaction is of paramount importance to us and any concerns/complaints will be dealt with straightaway.

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Harvington CE First & Nursery School

Harvington CE School Nursery



Please complete this form and return it to the School Office.

- ☐ I/We have read, understood and agreed the Terms and Conditions
- ☐ I/We agree to complete the booking form, parent declaration funding form (if applicable), data collection/consent form prior to my child starting Nursery
- ☐ I/We agree to pay all fees within 30 days of receiving the invoice.
- ☐ I/We understand I/we must give one month's notice for any changes in booking
- ☐ I/We further understand that it is my/our responsibility to ensure that the school receives any changes in contact details, medical needs or allergies.
- ☐ I/We acknowledge that Harvington CE School Nursery will follow school policies and procedures. These are available on request.

Name of Child:

Signature of Parent/Carer

Date