



ACORNS NURSERY TERMS AND CONDITIONS (2021-2022)

Name of Child: _____

DOB: _____

Admission information

To apply for a place please complete an Admissions form and Nursery Terms and Conditions form.

We are a term time only nursery and offer funded 15 or 30 hour places as follows:

15 hour places

	Option A 2 ½ days	Option B 2 ½ days
For children attending the whole session at a charge * or parent funded sessions	Monday & Tuesday 8.45– 3.15 Wednesday 8.45 – 12noon	Wednesday 12noon – 3.15pm Thursday & Friday 8.45 – 3.15
For children attending the free entitlement only	Monday & Tuesday 9.00– 3.00 Wednesday 9.00am – 12noon	Wednesday 12noon – 3.00pm Thursday & Friday 9.00– 3.00

* see *Fees: Additional Hours* section below

For three and four year olds:

2.5 days a week funded by FEE (15 hrs funded)

For two year olds:

2.5 days a week funded by Funded Early Education for Two year olds (FEET) or

2.5 days a week funded by parent or carer

30 hour places

For children attending the whole session at a charge * or parent funded sessions	Monday to Friday 8.45am – 3.15pm
For children attending the free entitlement only	Monday to Friday 9.00am – 3.00pm

*see *Fees* section below

For three and four year olds:

5 days funded by FEE+ (30 hrs funded)

2.5 days a week funded by FEE (15 hrs funded) and 2.5 days a week funded by parent or carer

For two year olds:

2.5 days a week funded by FEET and 2.5 days a week funded by parent or carer.

5 days a week funded by parent or carer

30 Hour Extended Entitlement

Parents are responsible for reconfirming their eligibility code for 30 hours funded childcare every 3 months, at least two weeks before the validity end date. Parents must do this, even if nothing has changed, to ensure the code remains valid.

If a code is no longer valid, your child will revert back to the universal 15 hours FEE. The Nursery will allocate the 15 hours universal funded place when your child starts so it is clear which part of the week your child will attend if this happens. If this is the case, and you wish for your child to continue to attend for 30 hours, you would need to pay for the additional 15 hours.

Fees and Invoices

Fees are set by the Governors of Claygate Primary School and reviewed annually.

Nursery fees are payable half termly. Invoices will be sent in advance and must be paid by bank transfer / online banking within seven days of receipt. Please use your child's name as a reference, so we are able to match payments and children. Payment plans may be arranged in consultation with the School Office if required.

Timely payments are essential so that the Nursery, which is financially independent from the school, can properly budget for its own expenditure.

Late payments (after seven days of the invoice) incur a £10 administration charge. Children may be excluded from nursery or hours reduced to funded hours only if fees remain unpaid after 14 days.

Fees: Two year olds

Two year olds may be eligible for 15 hours of funded childcare per week, called 'Funded Early Education for Two year olds' (FEET). To check whether you are eligible please search online for 'FEET information Surrey County Council'.

For funded children attending the additional 15 minutes at the beginning or end of the day the charge is £10 per week (15 funded hours) or £20 per week (30 funded hours). This will be invoiced half termly in advance.

The charge for parent funded places is £24.38 per 3 hour 15 min session (£7.50 per hour).

Fees: Three and Four year olds

From the term after your child's third birthday Nursery funding known as the Universal Entitlement (15 hours), or Funded Early Education (FEE), is available and some families are eligible for the Extended Entitlement (30hours), or FEE+. You will be required to complete related terms and conditions on the Gov.uk website.

For funded children attending the additional 15 minutes at the beginning or end of the day the charge is £10 per week (15 funded hours) or £20 per week (30 funded hours). This will be invoiced half termly in advance.

Parents wishing to purchase additional sessions may do so at a cost of £21.12 per 3 hour 15 min session (£6.50 per hour) subject to availability.

Fees: Additional Hours

Extra days and sessions may be available. These are booked directly with the School Office in advance in half termly blocks at the sessional charge above.

The Nursery cannot guarantee continued availability of additional sessions. Each term eligibility for funded places will be reviewed in accordance with our waiting list for funded places. If there is

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further availability, additional sessions will be allocated on a first come, first served basis. Payment must be received in advance to secure the sessions.

Fees: Refunds

The Nursery will not reimburse fees for days when a child was scheduled to attend nursery but is unable to because of their own illness or other circumstances beyond the Nursery's control (i.e. family taking a holiday, Nursery closure due to extreme weather circumstances).

The Nursery will not change or refund any bookings for additional hours once the term has started.

Fees: Late collection

Failure to collect a child on time will result in a charge to cover staff and nursery costs as follows: a charge of £5.00 for every part or full 15 minute period. A willingness to forego such fines on one occasion will not affect the future right to revert to the above policy. Excessive lateness on a regular basis may result in the registration being terminated.

Cancellation

The Nursery require half a term's notice in writing if you wish to cancel your place. This notice period is necessary to ensure that we can effectively manage our staffing and resourcing. If a start date is delayed the Nursery reserves the right to charge from the original date stated on the admission form and may reallocate the place.

The Nursery reserve the right to terminate a place with immediate effect if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. The Nursery will give half a term notice in writing if the place is to be terminated for any other reason.

Opening Times

The Nursery is open during term time only and will be closed on INSET days.

Please see school website for term dates and INSET days.

Lunches

Children attending a full day may bring a packed lunch or hot meals are available to order via Parentmail on a half termly basis. Please see catering leaflet on the school website. Some children may be eligible for Free School Meals.

Personal Property and Belongings

Please ensure that your child's clothing is clearly labelled and all personal toys, books and equipment are left at home.

Parents of children who are not fully potty trained must ensure that there are sufficient disposable nappies and wipes in their child's kit bag each day alongside a change of clothing.

The nursery cannot be held responsible for any loss or damage to a child's property or belongings.

Safety and Wellbeing

The Nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and asked to sign an accident record form.

As per CPS Policy, parents may be required to collect their child in the event of illness or an accident. If a child has had sickness or diarrhoea the school have a 48 hour exclusion policy from the last bout of illness.

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Parents must inform the Nursery of any medical condition, health problem or allergy affecting the child. Parents must inform the Nursery of any significant change in the family circumstances which might affect the child.

Collection by others

The Nursery will only release children to their parent or nominated adult unless informed otherwise. Please inform the School Office of any changes.

Absence

Please inform the school office (via email/ phone call) if your child will be absent due to any illness on each day they will not be attending. If you know in advance that your child will not be attending Nursery on a particular day, please inform the office, as it may then be possible to offer this as an additional session to a parent who requires it.

Agreement

These Terms and Conditions represent the agreement and understanding between the parents (including other carers) and the Nursery. We reserve the right to update / amend these Terms and Conditions at any time. One month's notice will be given of any changes made.

I have read and understand the Terms and Conditions and agree to be bound by them.

Name of parent: _____

Signature of parent: _____

Date: _____