

# Fox Cubs Forest Nursery at Shere Infant School

## Terms and Conditions

Nursery funding known as the Universal Entitlement (15 hours) and for eligible families the Extended Entitlement (30hours) is available from the term after your child's third birthday. When your child is eligible for a funded place you will be required to sign these related terms and conditions.

### Nursery Places and Bookings:

The Nursery must receive a signed and fully completed application form before a place can be considered.

An application date is set each term and families are advised to apply in good time to avoid disappointment.

Applications after the deadline will be considered on a first come first served basis.

Full and part time places must be within the session times specified on the form; however we will try to accommodate individual needs where possible.

### Termination, Cancellation or Change:

To effectively manage our staffing and resourcing we require a minimum of half a term's notice in writing if you wish to cancel your booking or reduce the sessions required. This is applicable both prior to starting and during your time with us.

A request to increase sessions will be considered immediately subject to availability.

We reserve the right to terminate a Nursery place with immediate effect if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances we shall give you half a term's notice, in writing, should we wish to terminate a nursery place for any reason.

If a parent, for any reason, postpones a start date we reserve the right to charge from the original date stated on the admission form.

### Registration Fee

A £25 refundable deposit is required on receipt of your application.

### Fees and Invoices

Nursery fees are payable termly, at the beginning of the term to which they apply. Payment plans may be arranged in consultation with the School Office.

Fees can be paid by cheque, bank transfer or workplace vouchers within seven days of the invoice.

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Workplace vouchers are required to be set up to ensure we are in receipt of the funds in line with the payment date.

If an invoice has not been received it is the responsibility of the parent to notify the nursery.

Any late payments after 7 days will incur an administration charge of £10. For re-presented payments, a minimum charge of £20 per occasion will be applied. Children may be excluded from nursery or hours reduced to funded hours only if fees remain unpaid for more than 21 days.

Fees will not be refunded or waived for absence or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure the cost of individual deficit does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power or water failure, weather conditions or staff illness.

Extra days and sessions outside that of your core booking are often available and can be obtained on an ad hoc basis. These are booked directly with the School Office in advance. These sessions are subject to the availability of spaces and staffing requirements.

Failure to collect a child on time will result in a charge to cover staff and nursery costs as follows: a charge of £8.00 for every part or full 15minute 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, please be punctual.

### Welfare:

We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must, however be balanced with the lawful needs and rules of our nursery and the rights and freedoms of others.

Parents of children who are not potty trained must provide disposable nappies and wipes.

### Safety and Wellbeing

If your child becomes ill during a nursery session the School Office will contact the parent/carer or the emergency contact indicated on the admission form. Parents must inform the nursery immediately of any changes to these contact details.

Children should not attend nursery if they are unwell and should not return until they are fully recovered. The nursery reserves the right to refuse entry if a child appears unwell.

Parents are asked to call the School Office as soon as possible in the event of absence.

The nursery cannot administer any medication to a child unless prescribed by a doctor. Should a child be on prescribed medication, it is the responsibility of the parent or carer to notify the School Office and to sign the necessary form of consent prior to any medication being given.

We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.

We reserve the right to administer basic first aid and treatment when necessary.

It is the parent's responsibility to inform the nursery if their child is not vaccinated in accordance with their age. If it is considered necessary, information regarding children vaccinated in the nursery may be shared with other parents, however, individual names will not be given.

Parents must, as soon as possible, disclose to the nursery any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

## Safeguarding:

It is understood that the nursery is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.

Any information given by the parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected.

Fox Cubs Nursery and Shere Infant School will not tolerate, under any circumstances, behaviour towards members of staff that is deemed to be threatening, abusive or violent. Any such behaviour may result in the termination of the nursery place or a refusal to admit that person to the premises in the future.

## Photography:

Parents should be aware that the school and nursery take photographs within the nursery, which may be used in training, assessment and/or promotional material. Parental preference is adhered to and permission will be sought via the permission form which is completed on enrolment.

## Security and Collection Arrangements:

Parents are welcome to visit the nursery; however we will not admit anyone without prior notification.

The parent agrees to arrange for the delivery and collection of the child, to and from the nursery within stated hours. If the parent is not able to personally collect the child, either regularly or on a

specific occasion, arrangements must be made with the nursery for each alternative collection. This must be in writing and include a full name and photograph of the collector.

It is the parent/carers responsibility to ensure that staff are made aware of who will be collecting a child.

Under no circumstances will a child be allowed to leave the nursery with anyone unknown to nursery staff unless the parent has previously arranged this. The nursery operates a password system to ensure safe pick up.

## Personal Property and Belongings:

The School does not accept liability for any personal items lost or damaged during the course of normal business on the premises. It is the parent's responsibility to name and clearly label all items of clothing and that practical clothing is worn when attending nursery.

## Liability:

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the nursery being closed or the non-admittance of your child to nursery for any reason, this applies to absence due to sickness, holidays and Bank Holidays.

We accept no liability for children whilst in their parents care on nursery premises (for example prior to arrival or after pick up).

We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting in a claim made by a third party or for any special, indirect or consequential loss or damage of any kind.

**The offer of a place and its acceptance by the parents gives rise to the legally binding contract on the terms of these terms and conditions. These terms and conditions are governed exclusively by English Law.**

**The Parties of this agreement shall be entitled to terminate their obligations by giving not less than 4 weeks prior written notice of their intention to do so. Parents remain liable for fees throughout the notice period even if the parent withdraws the child from the nursery provision during this notice period.**

**We reserve the right to update or amend these Terms and Conditions at any time.**

Child's name \_\_\_\_\_

Parent's name \_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date \_\_\_\_\_