

Burmantofts Community Nursery

Terms and Conditions for Funded Childcare Places September 2023

Your child has been offered a place at Nursery. It is important for the quality of service to be provided for our children that parents/carers read and agree to the terms and conditions below.

1. Nursery provides places for children aged from 6 months to 4 years inclusive.
2. Nursery operates between 8.00am and 6.00pm.
3. Funded hours will be either, 8:30am -11.30pm or 12:30pm – 3:30pm for 5 sessions (Monday-Friday)

Nursery opens Monday to Friday for 51 weeks a year. However, you will only attend for 38 weeks in line with your funding criteria. Your holidays are as follows: -

- 1 week – February half term Holiday
- 2 weeks – Easter Holiday
- 1 week – Spring Bank Holiday
- 6 weeks – Summer Holidays
- 2 week – October half term Holiday (1 additional non funded week, stipulated by LCC)
- 2 weeks – Christmas Holiday

In addition to the above holidays, nursery will also close for the following reasons: -
All 8 Public Bank Holidays
Once every month at 4pm for Early Closures/Staff Training

4. During your sessions your child will receive a snack and a drink of milk/water.
5. You are required to bring your own nappies; however, wipes will be provided.
6. For insurance reasons children must be dropped off and collected between the agreed hours
7. A late charge will be incurred if your child has not been collected by your agreed time.
£15.00 fixed charge for anywhere within the first 15 minutes and an additional £1 for every minute after that, i.e., 10 minutes after your collection time will be a charged at £15.00, 18 minutes = £18...
8. For security reasons, if someone other than a parent/carer is to be collecting your child, then you must notify the Nursery staff beforehand and give a description of the person and a password.
9. To minimise risk of spreading illness to children and staff in the Nursery, parents/carers are expected to keep children who are unwell away from Nursery i.e. In the case of diarrhoea or sickness you are to keep your child off nursery for 2 full clear days, before they can return.
10. Nursery staff can administer only those medicines prescribed or labelled by a doctor or pharmacists. Medicines must be clearly marked with the child's name, prescribed dosage and date of prescription. A medicine request form must be filled in and signed before it can be administered.
11. Parents/carers are requested to notify nursery as soon as possible if their child will not be attending
12. Parents/carers are required to give **2 weeks' notice** prior to removing their child from the nursery.

Childs name _____ Date _____

Parents name _____ Signature _____

Burmantofts Community Nursery - Terms and Conditions September 2023

Your child has been offered a place at Nursery. It is important for the quality of service to be provided for our children that parents/carers read and agree to the terms and conditions below.

1. Nursery provides places for children aged from 6 months to 4 years inclusive.
2. Nursery operates between 8.00am and 6.00pm, though your individual hours will have been given to you. Free 15 hour session times are as follows. Morning 8:30am – 11:30pm, Afternoons 12:30pm – 3:30pm,
3. Nursery opens Monday to Friday for 51 weeks a year, and 38 weeks for funded children closing for the following: -
 - All 8 Public Bank Holidays – All payable in full
 - Early closures once every month at 4pm – All payable in full
 - Christmas Eve 1pm closure – Payable in full. Afternoon children can change to the morning session and payable in full
 - Closed 3 days between Christmas and New Year and days to beginning of new January term – No charge
3. We reserve the right to withdraw your childcare place if this is under used. Failure to use your place for 2 weeks without telling us about the absence will be considered as cancellation of the place and it will then be offered to another child, unless the Manager agrees that your place will be held open because of extenuating circumstances.
4. For insurance reasons children must be dropped off and collected between the hours which have been agreed for you.
5. A late charge will be incurred if your child has not been collected by your agreed time. £15.00 fixed charge for anywhere within the first 15 minutes and an additional £1 for every minute after that, i.e., 10 minutes after your collection time will be a charged at £15.00, 18 minutes = £18...
6. Nursery fees must be paid in full each week by the end of your child's final session.
7. The fees are reviewed by the Board every February and put into place for 1st April.
8. For security reasons, if someone other than a parent/carer is to be collecting your child, then you must notify the Nursery staff beforehand and give a description of the person and a password.
9. Parents are required to complete an enrolment pack before their child can be left in nursery.
10. To minimise risk of spreading illness and **COVID** to children and staff in the Nursery, parents/carers are expected to keep children who are unwell away from Nursery i.e. In the case of diarrhoea or sickness you are to keep your child off nursery for 2 full clear days, before they can return.
11. Nursery staff can administer only medicines prescribed or labelled by a doctor or pharmacists. Medicines must be clearly marked with the child's name, prescribed dosage, and date of prescription. A medicine request form must be filled in and signed before it can be administered.
12. Parents/carers are requested to notify nursery as soon as possible if their child will not be attending. Fees are still charged through all sickness and holidays. Parents/carers are also asked to notify staff at least 7 days in advance if their child will be on holiday.
13. Parents/carers are required to give 2 weeks' notice prior to reducing sessions or withdrawing their child from the nursery. Though an increase in days can start with immediate effect if the place is available. Parents/carers failing to give nursery 2 weeks' notice will be charged the usual rate for the duration of this notice period.
14. If you choose to take your child out of nursery for a long period of time but are unwilling to pay full fees throughout this time, then your place will be terminated, and you will not be able to apply for a place back in our nursery for a period of 4 months from your leaving date.

Childs name _____ Date _____
Parents name _____ Signature _____

Burmantofts Community Nursery - Payment of Nursery Fees Policy September 2022

Burmantofts Community Nursery is a registered charity and not for personal profit. Any profits will be ploughed back into the nursery. Therefore it is necessary to have a stringent payment policy in place for the nursery to survive.

This policy has been agreed by the Nursery Board of Directors and is reviewed annually.

The term 'parent' has been used throughout this policy. This should be taken to mean 'parent/carer'.

1. Payment will be charged from the start date agreed between the nursery and the parents.
2. Nursery fees must be paid in full by the end of your child's final session at nursery for that week.
3. The recommended form of payment is by standing order, although cash will be accepted.
4. In the event of non-payment, parents will be given until the Friday of that week to settle their fees.
5. If fees are not settled by the end of the said week, then their child will be turned away until full payment has been made. Fees will still be charged throughout this period of absence.
6. If the debt is not paid or an agreement with the nursery Manager has not been made to assist with the debt, then the childcare place will be withdrawn.
7. All Sickness days, personal holiday's, public bank holidays, training days, unexpected closures (e.g., snow days) and early closures are charged at full rate.
8. Nursery will close at 1pm on Christmas eve (24th December), fees will be charged as normal. Afternoon children can change to the morning session on this day only subject to availability. Afternoon session charged as normal.
10. Nursery will be closed from the 25th of December and re-open on the 2nd January. You will not be charged for the days which nursery has chosen to close during this time, however the 3 public bank holidays will still be charged as normal (25th, 26th & 1st)
11. There are no refunds for non-attendance for any reason.
12. Fees are to be taken by a senior member of staff only e.g., Manager, Deputy Manager, Senior Nursery Officer, or Nursery Officer. This is to be paid on arrival to the nursery.
13. All parents will be given a receipt for evidence of payment before they leave nursery.

Childs name _____ Date _____

Parents name _____ Signature _____