

Burmantofts Community Nursery - Terms and Conditions - 2023

Your child has been offered a place at Nursery. It is important for the quality of service that parents/carers read and agree to the terms and conditions set out below. Nursery provides places for children aged from 6 months to 4 years inclusive.

Nursery opens between 8:00am and 6:00pm. Individual hours are offered for paying parents and FEEE funded parents. For insurance and ratio reasons children must be dropped off and collected between the hours which have been agreed.

Paying Nursery opens Monday to Friday, 51 weeks a year, closing as stated below :-

- 8 Public Bank Holidays – Payable in full
- 3:30pm Early closures for staff training, once every 4-6 weeks – Payable in full at £25 for the afternoon
- 1:00pm Christmas Eve closure – Payable in full for the morning only £25, no charge for the afternoon
- 3 days closure between Christmas and New Year – No charge, however the 3 bank holidays are payable in full

Sessions times are 8:00am – 1:00pm, 1:00pm – 6:00pm or full day 8:00am – 6:00pm.

You can choose to attend all year round (AYR) or term time only (TT), please see below for holiday closure dates.

Nursery remains open throughout the holidays, however we only open 8:00am – 4:00pm due to staffing and ratios.

Nursery fees must be paid in full each week on a Monday by standing order or on the child's first nursery session if by cash.

FEEE funded hours Nursery opens Monday to Friday for 38 weeks for funded children closing for the following weeks: -

- February half term – 1 week
- Easter holidays – 2 weeks
- May half term – 1 week
- Summer holidays – 6 weeks
- October half term – 2 weeks
- Christmas holiday – 2 weeks
- In addition, nursery closes for all public bank holidays.

Term time FEEE funded 15-hour session times are, 8:30am – 11:30am or 12:30pm – 3:30pm

A late charge will be incurred if your child has not been collected by your agreed time. £15.00 fixed charge for the first 15 minutes i.e., 3 minutes = £15.00, then an additional £1 will be added for every minute after, i.e. 21 minutes = £21.00 and so on.

For security reasons, if someone other than a parent/carer is collecting your child, then you must notify the nursery staff beforehand and give a description of the person and a password.

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 can be held open because of extenuating circumstances.

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. Nursery will follow the 'Infection control guidance' provided by the Health Protection Agency. 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 is to be completed.

Fees are still charged if children are off due to sickness or on holiday.

Parents/carers are required to give 2 weeks' notice prior to reducing sessions or withdrawing their child from the nursery. An increase in days can start with immediate effect if the place is available.

If you choose to take your child out of nursery for a long period of time but are unwilling to pay full fees, 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.

During your sessions your child will receive a snack and a drink of milk/water, however you are required to bring your own nappies, but wipes and PPE will be provided by nursery.

Childs name _____ Date _____

Parents name _____ Signature _____

Burmantofts Community Nursery - Payment of Nursery Fees Policy – 2023

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 therefore 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 on a Monday if paying online or by standing order. If by cash then on the child's first session in nursery.
3. In the event of non-payment, parents will be given until the Friday of that week to settle their fees.
4. 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.
5. If the debt is not paid within a week or an agreement with the nursery Manager has not been made to assist with the debt, then the childcare place will be withdrawn.
6. All Sickness days, personal holidays, public bank holidays, training days, unexpected closures (e.g., snow days) and early closures/staff training at 3:30pm are charged at full rate.
7. Nursery will close at 1pm on Christmas eve (24th December), fees will be charged for the morning session only. Afternoon children can change to the morning session on this day, subject to availability.
8. Nursery will always close from the 25th December until the 2nd January, regardless of how the bank holidays fall, due to us closing between Christmas and new year. You will not be charged for the 3 days which nursery has chosen to close during this time, however the 3 public bank holidays are still charged as normal (25th, 26th & 1st)
9. There are no refunds for non-attendance for any reason.
10. Fees are to be taken by a senior member of staff only e.g., Manager (Karen), Deputy Manager (Sarah) & Nursery Officers (Cath & Helena). This is to be paid on arrival to the nursery on the child's first session for the week. Fees can not be paid in arrears.
11. All parents will be given a receipt for evidence of payment before they leave nursery.
12. The fees are reviewed by the Board every February and put into place 1st April.
13. Nursery remains opens throughout the holidays, however we only open 8:00am – 4:00pm due to staffing and ratios. Fees are charged as normal for the morning session, but due to the early closure for staffing the afternoon is charged at £15. Any late collection will result in the early charge been issued (see T&C)

Childs name _____ Date _____

Parents name _____ Signature _____