

# KINGSLEY COMMUNITY PRIMARY & NURSERY SCHOOL



## **Nursery (2-4 yrs) Contract Terms and Conditions**

Date: July 2020

Review Cycle: Academic year

Reviewed By: EYFS manager

Approved By: Resources Committee

Next review date: Spring Term 2022

## **Terms and Conditions**

Our commitment to you at Kingsley Community Primary and Nursery school-

We passionately believe that Nursery and Primary School years are the foundation and building blocks for every child's education, where they learn to read, count and write. They also make friends, build independence and develop their attitudes to learning. We do all we can to ensure our Nursery provides the right environment for your children supporting their early development in becoming literate, numerate and confident with a focus on play, learning and achievement for all.

Joining our Nursery is an exciting time for your child. They visit new places, meet new friends and enjoy new experiences. Together we can make this time very happy and rewarding. We also aim to provide the best support for you and your child, to make the transition from home to Nursery and Nursery to Reception, as easy and enjoyable as possible.

Once you have read this contract, please sign the final page of these terms and conditions and return it to us with your pupil registration forms.

### **Admissions -**

We offer Early Years Education funded and non-funded places for two, three and four-year olds. A child is eligible for admission to our Nursery from their 2nd birthday. The actual offer of a place is dependent upon availability. In some cases, a child may start as soon as they are two; these places are unfunded and subject to availability.

All forms must be completed in full and you must provide a copy of the child's birth certificate.

### **Two-Year-Old Free Early Years Entitlement**

If your child is between 2 and 3 years of age, you have an income below £16,190 and are claiming one of the following benefits, you could be eligible for a free early education place with a childcare provider:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit
- National Asylum Seekers Support
- Guarantee Element of State Pension Credit
- Employments and Support Allowance - Income Related only
- Working Tax Credit (with a family income of less than £16,190 as assessed by HM Revenue & Customs)

If you think you may be able to claim Two-Year-Old Free Early Years Entitlement, please contact your health visitor or the school office.

**Funded Places** - We offer both 15 hours and 30 hour funded places.

**15 hours** - all three and four-year-old children are eligible for a total of 570 hours funded childcare from the term after they reach the age of 3; this equates to 15 hours per week during term time.

**30 hours** - families of three and four-year-old children may also be eligible for up to 30 hours' free childcare if parents are:

- In full or part-time work (or on parental leave, sick leave or annual leave)
- Earning at least the National Minimum/Living Wage for 16 hours a week - this equates to £120 if you are over 25

Please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more information. If successful, you will receive a unique eligibility reference number. ***We cannot access your funding without this code.***

In addition, you must reconfirm your eligibility each term. If you fail to do so, and your code expires, you will have to pay for any sessions over 15 hours. It is your responsibility to inform us of any changes to your circumstances which would affect your Early Years funding entitlement; it is an offence to claim when you are no longer entitled.

If you are interested in registering for a place in the Nursery of Kingsley Community Primary & Nursery School, please complete our **Expression of Interest** form (available on our website under the Nursery New Starters section). Please return it to: [admin@kingsleycp.cheshire.sch.uk](mailto:admin@kingsleycp.cheshire.sch.uk). You will then be offered a place or join our waiting list until a place becomes available.

### **Session Times**

The Nursery is open for 38 weeks throughout the year in accordance with the school's published term times. Any additional planned closures will be notified in advance.

Unplanned closures, due to circumstances beyond our control, cannot be refunded e.g. due to adverse weather. However, the Nursery will only close in the event of exceptional/extreme circumstances or where there is a serious concern for the wellbeing of pupils and staff.

**Our current session times are:**

Morning: 8.40am - 11.40am

Lunch Club: 11.40am - 12.20pm

Afternoon: 12.20pm- 3.20pm

### **You can also pay for extended hours:**

Before School: 7:30am - 8:40am

After School: 3:20pm - 6:30pm.

In some cases, you may be able to use your free childcare funding to pay for extended hours.

### **Changes to booked sessions/cancellation**

We require one calendar month's written notice, ideally half a term, if you wish to reduce or cancel your child's sessions. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increases to sessions or changes to days are subject to availability.

We cannot accept changes to funded sessions after each term has started. This is due to the termly cut-off dates for funding applications. If you do wish to book extra sessions our normal fees will apply - even if you are not using your full 15/30 hours.

### **Nursery Fees from September 2020 are:**

Morning     £12.00

Lunch Club   £2.50 (You can only access lunch club if your child is staying all day)

Afternoon   £12.00

Full day     £26.50

Before the start of each half term, we will invoice you for your fees as we will have confirmed your child's pattern of attendance. All fees must be paid within one calendar month of the term starting. It is your responsibility to ensure your account is fully paid each half-term. Failure to pay fees by this time will result in your place being withdrawn or limited to your free entitlement. Payments should be made on ParentPay. Parents may also use childcare vouchers or the government's tax-free childcare scheme, please contact us if you wish to use vouchers.

Sickness absence and holidays - in the event of days missed due to sickness, holiday or any other reason, fees will not be refunded. For exceptional circumstances, credit will be at the discretion of the head teacher.

### **Uniform**

Children attending Nursery wear polo shirts, school sweatshirts, navy or grey elastic trousers. The branded uniform is purchased from Uniformity on the link below:

<https://www.uniformityclothing.co.uk/>

### **Illness**

Children who are unwell should not attend Nursery. If your child has suffered from sickness or diarrhoea, they cannot come back until 48 hours have passed since the last episode. If children are unable to attend Nursery due to illness, please let us know.

Parents must inform the School Office immediately if their child is suffering from any infectious disease. Please phone the school office for clarification of exclusion times in line with the Department of Health and Public Health England guidance.

### **Medication**

Medication is only given when prescribed by an appropriate person and with parental permission. The medicines form must be completed and the medication clearly marked with the child's name and dosage instructions in line with the school's Administering Medicines Policy.

### **Allergies, asthma and medical conditions**

We ask for details of any allergies or medical conditions on our registration documents. If your child has a medical condition, we will ask you to complete a healthcare plan with us. Plans are reviewed annually and associated medicines are stored with a copy of the plan.

We must be informed immediately, in writing, if your child develops an allergy, asthma or any other medical condition.

As the number of children with nut allergies is on the increase, we ask parents to support us in our aim to keep our School a nut-free environment. Please do not send your child with any items that may contain nuts or any empty food packaging that may have contained nuts.

### **Collection arrangements**

Children must be collected by a responsible person, over the age of 16. We will only allow your child to leave with an authorised person. If someone other than the people listed on your application form is collecting your child, we need evidence of the person's identity when they arrive at Nursery and your permission to release your child. If you know that someone different is collecting your child, or they are going home with a friend, you must let us know in advance.

It is important that your child is collected promptly at the end of their session. Please contact the school office if you are going to be late. If you are persistently late collecting your child, we reserve the right to take them to After School Club and charge an extra fee.

### **Behaviour and conduct**

Our staff will maintain a courteous and professional attitude towards children, parents, carers and other staff at all times. We will not tolerate staff being treated inappropriately by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

Where necessary, we will support parents and carers in managing a child's disruptive or inappropriate behaviour. However, if behaviour is deemed to be unacceptable by the Head Teacher, or to be endangering the safety and wellbeing of other children, we may require your child to be withdrawn for a period of time. Please also see the school's Behaviour Policy.

### **Termination**

We will work with you to address any concerns or issues you may have when your child is attending our Nursery. However, we reserve the right to terminate our contract with you if:

- you fail to adhere to agreements made by you to clear outstanding or Nursery fees;
- a parent/carer has behaved unacceptably; or
- a child's behaviour at Nursery is deemed by the Head Teacher to be unacceptable or endangers the safety and wellbeing of the other children at the setting.

# Kingsley Community Nursery

## Terms and Conditions

Name of child.....

I confirm that I have received and read the Terms and Conditions for registration at Kingsley Community Nursery.

I confirm that I agree to these terms and conditions.

Signed..... Date.....

Print name.....