

St Patrick's Nursery – Full Terms and Conditions for Funded, Contracted and Non-Contracted Sessions

These terms and conditions refer to the offer of a place for your child at St Patrick's Nursery. Please read these terms and conditions carefully as you will need to sign a copy and return it to the Nursery Administrator to keep on file. We have no hidden costs, administration charges or registration charges. These terms and conditions are for the benefit your child, you and the Nursery.

The Offer of a Place

The offer of a place which is enclosed with these conditions is for the current academic year and in all cases ends on the final day of the summer school term. The place is offered on a term time basis only. A copy of the holiday dates can be found on our website or collected from the office. New contracts are issued at the beginning of the autumn term the following academic year and for the beginning of each term following, should places still be available. We would ask you to return these Terms and Conditions signed, along with the contract information by the date on the covering letter, otherwise we will assume that you will no longer require the place.

Free Places attracting Nursery Education Funding (EEF)

Funded Places are free. In all cases the first five am/pm sessions to which you are contracted are deemed free (this assumes that you are not using any other provider claiming EEF.). You must notify the Nursery of any changes effecting EEF claims. Every effort must be made to attend the free sessions. Please see the notes on attendance below. We reserve the right to reduce the number of funded sessions or offer the place to another child, should you cease to regularly access Funded Sessions.

Charges for Additional and Lunchtime Sessions

Charges for additional sessions are outlined in the Nursery Booklet and may be revised from one academic year to the next.

Payments

Payments for lunchtime and additional sessions are to be made by standing order or an online transaction unless otherwise agreed in advance. Payments are to be made from September through to June (10 equal instalments). In all cases payment will be settled **7 days** from billing. **You are paying for the place at Nursery and therefore the chargeable sessions are to be paid for whether your child attends or not.** Pre-payment in advance of each half term is the standard payment requirement i.e. we will require payments on the 1st of each month in the case of standing orders. 'One off' sessions may be booked to cover emergencies however should the same session be booked three times in succession then this will be deemed to be regular and all other terms and conditions will the apply.

Snow Closures / Other Health and Safety Closures

Should school need to be closed due to snow or other Health and Safety issues then no refunds are given. You may wish to access the sessions you have missed on another occasion. These must be taken within a two week period from the date of the missed session and in all cases can only be taken with the agreement of the Headteacher and are subject to there being a place available on the day requested.

Cancellation of Contract

Should you wish to relinquish your child's place or any agreed sessions at St Patrick's Nursery then you will be required to give **one months notice**. Should you require to withdraw your child from Nursery before this time then the agreed sessions will be charged at the usual rate.

St Patrick's reserves the right to cancel your contract for chargeable sessions should you fail to adhere to the payment terms detailed within the terms and conditions.

Attendance and Punctuality

Your attention is drawn to the School Attendance Policy available from the office and on the website. We would encourage you to take holidays out of term time however with regard to funding, this will be paid for a child that goes on holiday for a period of up to 4 weeks in any one LA designated term. If a child goes on holiday for a period of longer than four weeks, only four weeks will be funded and the parent will be liable for any additional weeks.

Please note that if your child is sick then we will expect contact on the first day of absence and a note to explain their absence on their return, in line with our school policy. Failure to keep school informed of any absences could result in withdrawal of the EEF funding.

It is important, for the smooth running of the classroom that you drop off and pick up your child promptly. The Nursery Booklet details the times the sessions run and also details a schedule for the day. Should you fail to pick up your child promptly – we reserve the right to charge a fee of £5.00 for each hour 'eaten' into thereafter.

Medical Matters

A declaration of any medical conditions and details of your child's doctor is requested in the data collection sheet issued with this letter. Under no circumstances can the staff at St Patrick's administer **general** medicines to your child. If your child is fit for Nursery and needs medication then the school Administration of Medication Policy will

be followed. Emergency medication (e.g. inhalers) will be kept to hand at school, and administered by staff should the need arise. A written record will be kept of any necessary medication.

Should your child be found to have head lice then we reserve the right to contact you and you will be required to remove your child from class until the problem is under control.

Should your child be suffering from diarrhoea and / or sickness then we will require you to remove them from class until there has been a 24hour period of normal health.

In the event of accident or illness requiring medical attention a qualified member of staff will administer basic first aid. In an emergency we reserve the right to admit the child to hospital and every effort will be made to contact the parents immediately.

Contacts

A data collection sheet will be issued. Please fill in as many contacts as you reasonably can. It is your responsibility to keep these contact numbers up to date. We will not share your details generally with anyone unless the payment terms have been breached in which case your details may be shared with a third party in accordance with our debt collection policy.

Photography

From time to time photographs of the children are used on our website, in the newsletters, in the press and around school. Please consider carefully this issue and sign the attached form appropriately in order to allow or disallow your child's image to be used.

Policies

A full set of policies are available online and from the office.

Non Contracted Sessions

As part of the flexibility we are offering you, we recognise that there may be situations when you need emergency care for your child. Where we have places available, we will accommodate any request (be it over lunchtime or for an additional am or pm session). These terms and conditions will apply on each occasion when this occurs.

The Agreement

1. I have read and agree to the **terms and conditions** detailed in this document
2. I am aware that I need to keep **contact details** up to date
3. I am aware that I need to keep **medical details** up to date
4. I am aware that there is a full set of **policies** available
5. I agree to make payment by **standing order** or an **online transaction**
6. I understand that if I am not up to date with payments that sessions may be withdrawn
7. I give my consent for the Nursery to use images of my child:
In newsletters; around school (no names used with images); on the website (no names used with images); in the press.

Funding Declaration

8. I understand that I cannot be charged for the 15 hours/ 30 hours Free Entitlement
9. I have received detailed information from St Patrick's of additional optional services available for my child.
10. I have agreed to pay fees for these additional services based on the times agreed and not on actual attendance
11. I understand that if I have given false information to St Patrick's, I may be asked to reimburse them. I understand that checks will be made and I am required to show my child's birth certificate / passport as proof of his/her date of birth.
12. I understand that contravening the conditions regarding attendance detailed above could result in my losing funding for my child.
13. I confirm that I am not claiming EEF from any other authority
14. I understand that securing a place in the nursery does not secure an automatic place in reception class.

Signed (Parent or Carer) _____

Print Name _____

Print Childs Name _____

Date: _____