



# Archfield House Nursery & Woodland House Nursery

## Entry Terms and Conditions

To enable Archfield House Nursery and Woodland House Nursery (hereinafter referred to as 'the nursery') to provide and maintain the highest possible standards of childcare, it is necessary for all parents to be aware of and to agree to the following terms and conditions;

### HOURS OF OPENING:

Monday-Friday 8.00am-6.00pm.

**Archfield House Nursery** is open between 7am – 8am for breakfast club as a chargeable extra.

**Woodland House Nursery** is open between 8am – 6pm. Breakfast club is not available.

The nursery is closed on Bank Holidays, two in-service training days per year as well as the days between Christmas and the New Year. Parents will be provided with six months' notice of the training days.

### AGE:

The nursery is open to children aged between 3 months and 5 years of age.

### NURSERY ADMISSIONS POLICY

The nursery operates a policy of providing a minimum of two 10-hour days' nursery attendance per week. However, at the discretion of the nursery less than two days per week attendance may be made available to existing parents.

*(Please note – the minimum booking rule is not applicable for those children attending grant funded sessions only)*

### EXPRESSION OF INTEREST AND REGISTRATION

If you would like to **express interest** in a nursery place, please return the Application for Admission at the earliest opportunity. This expression of interest does not guarantee that a place will be available. If we are able to confirm your child's place in writing the nursery will request a **non-refundable registration fee by Direct Debit of £50.00 plus a £200.00 acceptance deposit**. Subject to availability this payment confirms your request for a nursery place and reserves your space until the date required and agreed. Failure to take up your child's place will result in the loss of your acceptance deposit.

The acceptance deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to the nursery upon leaving.

Submission of the admission form and relevant fees deem parents to agree to be bound by our terms and conditions.

*(Please note – a registration fee is not applicable to those children attending grant funded sessions only.)*

**If you require any amendments to your confirmed booking, e.g. reducing or changing days of attendance, then it is at the nursery's discretion as to which days are reduced depending on availability.**

### AMENDMENTS OR TERMINATION TO ATTENDANCE:

A minimum of one calendar month's written notice is required when you wish to terminate your child's attendance at the nursery. Failure to provide the required notice shall render the parent liable to the nursery for one month's nursery care costs. ("Calendar month" means the period between the date on which the notice is given and the end of the subsequent full calendar month.)

A calendar month's notice is also required before your child leaves the nursery for School. We may be able to offer a very limited number of spaces at the beginning of September when your child may attend nursery but this is subject to availability. Full daily care costs will apply as the funding does not apply after 31<sup>st</sup> August.

The nursery reserves the right to terminate a child's place with immediate effect if a serious breach of these terms and conditions occurs, or if termination of a place is considered to be in the best interests of the nursery and/or the continuing welfare of the child or other children at the nursery.

You may reduce, increase or amend attendance subject to availability and a minimum of 2 days per week being attended by your child. To reduce or change the days of attendance, one calendar month's written notice is required. Any amendments will only commence from the 1<sup>st</sup> of the month after necessary notice has been given.

Temporary cancellation of your child's attendance will terminate your child's nursery place. We are not a Term Time Only provision.

**Maternity Leave** – Any temporary reductions in attendance due to maternity leave does not confirm a nursery space upon returning to work.

**Deferred booking** – A nursery place can only be deferred by one calendar month and only if one month's written notice has been received. If a parent wishes to defer their child's place for more than one month, full fees will become due for payment or the space will be offered to our waiting list.

**Ad-hoc days** – The nursery will try to accommodate any requests for extra days when required depending on availability. These days will be charged at the normal fee rate in arrears and must be booked in advance.

**Swaps** - Unfortunately, we are unable to swap days on an occasional basis due to logistical and operational reasons.

### **NURSERY CARE COSTS**

Nursery care costs are payable in accordance with the published tariff and are typically reviewed annually in April. However, an interim fee increase may be applied if deemed necessary. Parents will be given one month's written notice of any change in the nursery care costs.

Nursery care costs are calculated on an annual basis with no reimbursement due to illness or holidays. There is no charge for Bank Holidays and the days between Christmas and the New Year. The Nursery operates a 5% sibling discount.

Nursery care costs are based on a monthly fee rate and require all children to attend at least two full days per week. Nursery care costs are paid on a monthly basis in advance by the 1st day of the month. We request payment by Direct Debit, Tax Free Childcare or by childcare vouchers. If paying by Direct Debit, please note that **Archfield House Nursery School Ltd** has appointed the BACS Approved Direct Debit Bureau, Access PaySuite Limited ([www.accesspaysuite.com](http://www.accesspaysuite.com)), to collect your payments. **Archfield House Nursery** will be shown on your bank statement for these direct debit payments. We calculate your monthly care costs by taking the daily fee rate multiplying by the day's attendance per week and then by 50 (weeks) and dividing by 12 (months). The calculation allows you to pay a regular amount each month and takes into account the fact the nursery is closed on some days during the year. For the first month's invoice and the last month you will be invoiced for the actual number of days your child attends.

Every six months a Nursery Statement will be produced showing the payments into your account and all nursery charges made. We will allow parents to overpay their account in order to save for their next child's fees. Any monies due to the nursery will be collected by Direct Debit. On request any overpayments will be repaid online or by direct credit.

An Additional Services Charge (ASD) is applied to all FUNDED hours delivered to your child. This hourly charge covers the cost of all consumables, nappies, wipes, formula milk, sun creams, snacks, cooked lunches, tea,

all craft supplies and resources. It also covers the services of qualified nursery teachers and Outdoor learning specialists including visits to our forest and beach sites. This ASD is subject to annual review.

Parents will always be consulted regarding any additional costs and permission granted before applying charges to your nursery account.

### **LATE COLLECTION CHARGES**

We request children to be collected from the nursery by 5.50pm. This allows for an effective handover to take place before the nursery closes promptly at 6.00pm. In the event that a child may be collected after this time a late collection form will be completed and charges made of £10 for every 10 minutes late. Payment should be made directly to the relevant staff in cash.

A pre bookable late collection is available (minimum 24 hours' notice)  
6pm -6.30pm - £10.00

### **FREE EARLY YEARS ENTITLEMENT (FEEE)**

The nursery is registered to offer 15 hour and 30 hour FEEE for eligible three to five-year-old children and offers a maximum of 10 hours funding per day with the funded hours being between 8am and 6pm. We offer a limited amount of 'funded only' hours.

The FEEE is spread over 50 weeks of the year only and there is no provision for term time only funding. For the 15 hour FEEE the nursery provides 11 hours funding per week for 50 weeks of the year. This funding is available to all children the term following their third birthday. Terms begin 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.

For the 30 hour FEEE the nursery provides 23 hours funding a week for 50 weeks of the year. Parents have to be approved by HMRC to be eligible. This funding is available to children the term following their third birthday.

The nursery will charge for all hours in the week that are not funded by either of the funding grants (FEEE) at a rate published in our Nursery Care Costs sheet.

### **LATE PAYMENTS:**

Failure to pay your monthly nursery fees within 30 days will result in a letter explaining that your child's place at nursery will be cancelled. All outstanding fees will then be due within a further seven days to prevent further legal action.

### **SICKNESS:**

If your child is suffering from an infectious condition, they should not attend nursery until such time as the infection has cleared. Parents are required to notify the nursery if your child is absent from the nursery due to sickness. The nursery reserves the right to refuse admission to any child, who in the reasonable opinion of a senior staff member is unfit to attend.

If a child becomes ill whilst at nursery, a parent will be telephoned to notify them of their child's illness first and if deemed to be necessary will be asked to collect the child immediately. If the nursery is unable to reach the parents, then they will call other authorised contacts. In the event of an emergency, the nursery will administer First Aid as appropriate and/or take the child to the nearest hospital accompanied by a familiar Senior member of staff who will act 'in loco parentis' until a parent arrives.

### **SAFEGUARDING CHILDREN, HEALTH AND HYGIENE:**

Archfield House Nursery & Woodland House Nursery are regulated by Ofsted and are fully compliant with all legal obligations requiring polices for safeguarding children, equality and diversity and health and safety.

### **PERSONAL SAFETY:**

Parents are requested to ensure the safety of their child before they enter the building and after collection at the end of their nursery day. The nursery cannot accept responsibility for accidents to children before they enter, or once they have left the nursery premises.

### **PERSONAL PROPERTY:**

The nursery cannot accept responsibility for damage or loss to any personal property, e.g. prams and buggies, clothes, toys or any other items brought into the nursery. It is strongly recommended that you clearly label all items including gloves and hats which can often get misplaced.

### **STAFF:**

We do not accept responsibility for our employees carrying out babysitting for parents. If our staff choose to do so, they are doing so independently and arrangements must be made outside of employee working hours.

Where a member of staff, within three months of leaving our employment, is employed by a parent/carer to care for their child who attends or previously attended the nursery, then the parent will be liable to pay us a sum equivalent to two months' salary for the employee at the time their employment with the nursery terminated.

### **DISRUPTION TO SERVICE (Force Majeure)**

In any cases of disruption to service, we will do everything possible to continue providing a service where it is safe to do so. However, some severe disruptions may require the closure of the nursery or a reduction in service. In such cases, nursery fees remain payable during any period of closure. Examples of force majeure include, but are not limited to extreme weather conditions (including snow and ice), heating failure, health pandemic or other Acts of God or third parties outside of the nursery's control.

### **DATA PROTECTION**

We observe The Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (GDPR). For further information on how we use your personal data and your rights in relation to this data, please see our privacy notice in your welcome pack which will be distributed upon registration.

### **CONCERNS OR COMPLAINTS:**

Any question, concern or complaint about the care or safety of a child must be made in the first instance to the Nursery Manager. If the matter cannot be resolved then notification should be made in writing to the Nursery Director, Rebecca Clevett. If the matter remains unresolved and in extreme circumstances, then Ofsted may need to be contacted. They can be contacted at;  
**enquiries@ofsted.gov.uk or 0300 123 4666**

***We reserve the right to update or amend these terms and conditions at any time. One month's notice will be given of any changes to be made.***