

# Hartford Manor Primary School & Nursery



## Nursery Terms and Conditions

<b>Date: November 2023</b>
<b>Review Cycle: Academic year</b>
<b>Reviewed By: Mrs J Diamond, Acting Head Teacher</b>
<b>Approved By: Leadership Management &amp; Finance Committee</b>
<b>Next review date: Summer Term 2024</b>

## Terms and Conditions

### Our commitment to you

At Hartford Manor, 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.

Nursery is an exciting time for your children. 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.

Please sign the final page of these terms and conditions and return it to us with your pupil registration forms.

### Admissions

If you are interested in registering for a place at Hartford Manor Nursery, please complete our Expression of Interest form (available on our website under the Nursery section). Please return it to: [admin@hartfordmanor.cheshire.sch.uk](mailto:admin@hartfordmanor.cheshire.sch.uk). You will then be offered a place or join our waiting list until a place becomes available.

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

The minimum number of hours a child can be booked into Nursery is 12 hours per week.

All forms must be completed in full and you must provide a copy of the child's birth certificate. Our more detailed Nursery Admissions Policy is on the Nursery section of our website; copies are also available from the school office.

### Funded Places

We offer both 30 hour and 15 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 work - or getting parental leave, sick leave or annual leave;
- earning at least the National Minimum/Living Wage for 16 hours a week

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.

### Session Times

The Nursery is open 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

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

We require one calendar month's written notice 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 entitlement.

### **Nursery Fees**

Our fees from September 2022 are:

Morning	£12.00	Lunch Club	£2.50
Afternoon	£12.00	Full day	£26.50

In September each year fees are added to your Gateway account in the first two weeks of term. **All fees must be paid before the end of the half term.** Thereafter, fees will usually be added to your Gateway account towards the end of each half term with payment due no later than the end of term. Payments should be made on Gateway or using a paypoint card in local shops. Parents may also use childcare vouchers or the government's tax-free childcare scheme, (TFC). Please contact us if you wish to use vouchers or the TFCS.

**It is your responsibility to ensure your account is fully paid up each half-term. Failure to do so will result in your place being withdrawn or limited to your free entitlement.**

**Sickness absence and holidays** - in the event of days missed due to sickness, holiday or any other reason, fees will not be refunded.

### **Extended services fees**

Our fees are:

Breakfast Club	£4.00	After School Club	£6.00 – for 4.15pm collection £12.00 – until 6pm
----------------	-------	-------------------	-----------------------------------------------------

We reserve the right to review all fees on an annual basis.

### **Uniform**

Children attending Nursery are not required to wear a uniform. However, polo shirts and sweatshirts are available from the school uniform supplier, [Northwich Schoolwear](#). Friends of Hartford Manor also offer pre-loved items for families to purchase.

### **Illness**

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

Parents must inform the Nursery immediately if their child is suffering from any contagious disease. For the benefit of the other children in the Nursery, we cannot allow children to attend if they are suffering from a contagious disease which could be passed on to another child during normal daily activities.

### **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.

### **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 the Nursery 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 adult, 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 of £5.

### **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 Principal, 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 Nursery fees;
- a parent/carer has behaved unacceptably; or
- a child's behaviour at Nursery is deemed by the Principal to be unacceptable or endangers the safety and wellbeing of the other children at the Nursery.

# Hartford Manor Nursery



## Terms and Conditions

Name of child.....

I confirm that I have received and read the Terms and Conditions for registration at Hartford Manor Nursery.

I confirm that I agree to these terms and conditions.

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

Print name.....