**Parent / Carer Contract Terms and Conditions**

**Dear Parent / Carer**

Please find below our terms and conditions which apply upon acceptance of a place at Barkston Ash Nursery School.

Please read these carefully, you are required to sign that you have read, and agree to abide by our terms and conditions.

1. Upon registration you are asked to confirm the type and number of sessions you wish your child to attend – this secures your child’s place, and you will be charged for the days booked irrespective of whether your child attends or not.
2. If your requested sessions have been confirmed for your child but you subsequently do not take up the places that have been reserved, this must be put in writing; you will be charged 6 weeks fees to cover the normal notice period and you will also incur a £25.00 administration charge.
3. Once your places have been confirmed, you will be invoiced for those sessions from your initial start date until the end of the summer term; thereafter your invoice will be calculated for the year from the start of term in September.
4. Your invoice is calculated over the full academic year (38 weeks). The invoice payments are ‘stretched over 10 months (44 weeks), giving you an equal amount to pay each month. If your child leaves nursery before the end of the academic year, there will be an outstanding balance to pay for which you will be invoiced separately.
5. All invoice payments must be received by the 28th of each month. All late payments will be charged an additional £40 each month; prices can be amended without prior notification.
6. If any Parent/Carer has difficulty in paying an invoice you must talk to the manager immediately, if the payment remains outstanding after one month, you may be asked to remove your child until the invoice has been paid.
7. Fees are still applicable if your child is absent from nursery, including sickness, holidays, training days and closure due to adverse weather. We do not charge for Bank Holidays.
8. If we are faced with an unprecedented occurrence such as Covid 19 but the nursery remains fully open; full fees are still applicable if you decide not to send your child.
9. In the event of a forced closure due to unforeseen events you will be required to pay fees for two months to cover arears due to ‘stretched’ payments, furthermore, all outstanding invoices must be paid in full immediately. (any over payments will be refunded)
10. Our sessions are arranged to accommodate 15 hours and 30 hours funding to allow parents to claim for their full entitlement unless they attend one other setting where the funding is shared.
11. The term after your child becomes 2 years of age, they are entitled to free nursery places under the current government scheme for 15 hours a week funding if you meet the set criteria. From 3 year of age, children are entitled to the 15 hours universal funding or you may be entitled to 30 hours of funding but need to meet the set criteria ; all funding is claimed through nursery and is for term time only (38 weeks). If you accept funding, you are agreeing to your child attending for those funded hours. If your child is absent for long periods without notification or a medical reason, funding could be withdrawn, and you may be liable to repay any funding you have received.
12. Two-year-old funding is available if you meet the criteria; advice is available through ‘ Childcare Choices’ www.childcarechoices.gov.uk.
13. Parents of all funded children will be charged fees for weeks not covered by funding where the academic year exceeds 38 weeks.
14. You are required to pay £40 a month towards the cost of consumables such as, local visits, paid activities, cooking/baking activities, monthly luncheon club, celebrations, resources etc; prices can be amended without prior notification.
15. The nursery is open from 7.30 am until 3.30pm Monday to Friday. Please adhere to the times you have booked for your child. If you are late collecting your child with no prior agreement with the nursery you will be charged £25.00 to cover any additional staffing costs. This will be invoiced separately and must be paid within 7 days of receipt.
16. On accepting a place at nursery, six weeks’ notice is required if you wish to reduce your child’s sessions or withdraw your child from nursery, this must be in writing. Fees are payable during this notice period. If you withdraw your child immediately you will be invoiced for the six-week notice period which must be paid within 7 days of receipt.
17. We require two emergency contact numbers (please make sure numbers are correct and up todate). If your child becomes ill, you will be contacted immediately and asked to collect your child. Please do not return your child to nursery until they have had at least 48hrs clear of any symptoms. Nursery will only administer medication that has been prescribed by a doctor, nurse, or dentist. In this instance you will be required to complete our medical record, if this is not completed, we will not be able to administer medication.
18. The nursery adheres to several working policies; you may ask to see these at any time.
19. Only designated adults that have been introduced to the nursery staff may collect your child (a photo must be included on your collection form), in event of an emergency the password provided on the registration document may be used by unfamiliar adults.
20. The permission given on registration forms will be used for local outings. All other outings will be notified by letter in advance and permission sought at this time.
21. We do not accept any liability for loss or damage to property or accidental injury. In event of minor accidents or incidents these will be recorded, and you will be asked to sign the record book when you arrive at nursery. For more serious accidents you will be contacted immediately. Our liability Insurance is displayed in the main hall.

**All session prices are subject to change without prior notification.**

**When dropping off and collecting your child, do not use the graveled courtyard as this is for use of private residences only**

**We reserve the right to make amendments and adjustments to prices without prior notice**

**THE ACCEPTANCE OF A PLACE AT BARKSTON ASH NURSERY IS AN AGREEMENT TO ABIDE BY OUR TERMS AND CONDITIONS AS STATED ABOVE.**

I/We have read and accept the Barkston Ash Nursery School terms and conditions.

Child’s Name:………………………………….D.O.B ………………………………….

Entry date to Nursery ………………………………………….

Parent/Guardian Names 1………………………………………2……………………………..

Signature(s) 1……………………………………2………………………………

Date …………………………………………