

NURSERY PARENTAL AGREEMENT

TERMS AND CONDITIONS

Opening Times

We operate for 38 weeks per year (for term dates please see the nursery website), closing on bank holidays. We are open Monday to Friday from 8 am to 4 pm (term time only). Session run from 9 am until 12 noon and 12 noon until 3 pm. Extended sessions are also available, at a cost to parents.

Free Early Education for Two, Three and Four Year Olds

The Department for Education states that children must not attend a funded session for longer than 10 hours a day, and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6am or finish after 8pm.

- **Free For Twos funding:** Some two-year-olds may be eligible to receive up to 15 hours funding – the Free for Two Scheme (FF2) is subject to meeting certain eligibility criteria. Eligible date ranges are shown in the table below. You must apply for this online.
- **The Universal Entitlement (for 3 & 4 year olds)** All children become eligible for up to 15 hours Free Early Education the term after their third birthday. Eligible date ranges are shown in the table below.
- **Working Families Funding:** Some two, three and four year olds may qualify for up to 30 hours Free Early Education which is subject to meeting certain eligibility criteria. You must apply for this online
- **Entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.**
- If your child attends a different setting, as well as Vale View Nursery, where funding is also claimed; we ask that this is disclosed on the funding form.

A child is eligible for Free Early Education at the start of the term after their second or third birthday in line with the Department for Education table below:

A child born on or between	Will become eligible for a free place from
1 st January and 31 st March	The Start of Term 5 following their second or third birthday (April)
1 st April and 31 st August	The Start of Term 1 following their second or third birthday (September)
1 st September and 31 st December	The Start of Term 3 following their second or third birthday (January)

Our Delivery Patterns

The following information details how your child can access their Free Early Education hours at Vale View Nursery:

- **Totally free Universal pattern over 38 weeks:** Eligible two year olds and all three and four year olds will be funded to a maximum of 15 hours (5 sessions) per week. Delivery patterns could include for instance 5 mornings, 5 afternoons (or a combination of these) or two and a half full days per week.
- **Totally free Extended pattern over 38 weeks:** Eligible three and four year olds will be funded to a maximum of 30 hours (10 sessions) per week, which would include up to 5 full days per week.
- **Chargeable patterns including Free Early Education Hours:** Children who attend chargeable sessions in addition to their funded place will be charged at our current rates for chargeable sessions. Your invoice will show how many free hours your child has accessed in that period and what the additional charges are.
- **Chargeable patterns only:** Children accessing sessions outside of their Free Early Education will be charged at our current rates as shown in the table on the next page.

Fee Structure

Fees for non-funded places are payable termly or at least weekly. Fees are due by 9 am on the Friday prior to the week/term you are paying for. Any changes to current rates will be advised in writing, at least 6 weeks in advance. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual activities.

Full Day 09:00 to 15:00	£36.00
Morning Session 09:00 until 12:00 Afternoon Session 12:00 until 15:00	£18 per session
Extended AM 08:00 to 09:00	£6:50
Extended AM 08:30 to 09:00	£3:25
Extended PM 15:00 to 16:00	£6.50
Hourly rate for additional hours accessed	£6:50

No registration fee is charged.

Payment Methods

Invoices being paid termly can be settled by BACS payment or through the School Comms app. Invoices being paid weekly can be settled only via the School Comms app only. Bank details are printed on the invoice if you wish to pay by BACS, please use "Nursery" and your child's name as the payment reference. We are also registered for the on-line Government Tax Free Childcare Scheme.

Paying Fees

- Invoices will be sent mid-term, for payment to be made in advance.
- If paying nursery fees weekly, they must be paid, via School Comms, by 9 am on the Friday prior to the week you need to pay.
- If paying termly, by 9 am on the Friday before term starts, this can be paid via the school bank account or School Comms.
- Children will be unable to attend their paid for session, if the Friday payment deadline has not been met.
- No refund will be given in the event of a child's absence due to illness, holiday or any other reason.
- If fees are not paid on time for two consecutive weeks, then the session will be permanently cancelled.
- Special arrangements regarding fees may be made in certain circumstances in liaison with professional services.
- Ad hoc sessions or extended hours must be booked with a member of the nursery team. Payment must be made via School Comms at the time of booking

Notice of a Child Leaving the Nursery or Reducing their Hours

We ask for 1 months' notice in writing of a child leaving a non-funded place. In the instance that a child leaves a non-funded place without the required notice period having been given, all outstanding fees including those in lieu of notice will be payable immediately. Although notice is not required of a child leaving a funded place, we would appreciate 1 months' notice in order to allow us to plan accordingly.

Snacks and Meals

All children are offered a snack during the morning and afternoon sessions. There is no charge for the snack. Children attending the afternoon session can bring in their own packed lunch or have a hot meal at £2.50 per day. Children in receipt of the Early Years Pupil Premium are entitled to a free hot meal. No other charges are required, except where voluntary contributions may be requested for any additional trips or enrichment activities.

Illness/Absence

Parents are required to phone the nursery before 09:00 if their child will not be attending Nursery on a day that they are booked in. No refund will be given in the event of a child's absence due to illness, holiday or any other reason. Days that are reserved but not attended cannot be reallocated to other days. If your child is absent or on holiday

during headcount week or when the funding form needs to be signed, we will ask for an email to be sent confirming the reason for the absence and that they will attend on their return.

Closures

Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

Pick Up

Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 10 minutes of the session/day end, a late collection fee of £10 will be charged, and a further £4 per every half hour thereafter. Parents must inform the Nursery staff if their child is due to be collected by anybody other than themselves, using the password if necessary.

Extended sessions

Extended sessions run 08:00/08:30 – 09:00 and 15:00 – 16:00. These are charged for sessions. Booking can be made with a member of the nursery team and must be paid for at the time of booking vis the School Comms app. Extended sessions will not run on the last day of terms 2, 4 and 6.

I agree to the terms and conditions as set out in the document.

Signature:	Date:
Print name:	Relationship to child: