

Date of last review:	September 2023	Review period:	Annually
Date of next review:	June 2024	Owner:	DFB



Nursery Terms and Conditions Pembroke Park Primary and Nursery

Enabling a world of freedom, opportunity and fulfilment

Every child, every chance, every day

History of Policy Changes:

Date	Page	Change	Origin of Change
September 2023		New Trust-wide policy based upon Terms and Conditions for the New Forest Primary nursery	-

Nursery admissions and places

We ask for a completed application form to reserve a place at our nursery. Children can attend from the age of 3 years. Priority will be given to children in order of birth date if sessions are full.

Opening times

Pembroke Park Nursery (Beatrix class) is open from 850 – 330pm. The Nursery is open for 39 weeks of the year in line with the term dates of Pembroke Park Primary School. There will be five inset days and a half day at the end of each full term. Please see the term dates for the school and nursery on the website www.pembrokeparkprimary.net

Early years entitlement 3-4 year olds

Early years entitlement is available for all 3–4-year-olds from the term following their third birthday. This is usually 15 hours per week, but 30 hours can be claimed if you meet the eligibility criteria. You can check whether you are eligible for the additional 30-hour funding by going to <https://www.gov.uk/30-hours-free-childcare>.

Fees and billing

Nursery fees are charged at £5.15 per hour and are payable in full by the end of each half term. Parents/carers will receive an invoice by email at the beginning of each half term. Fees are payable online or via childcare vouchers. We do not accept cash or cheques. If you would like to pay your invoice over 2 payments, please contact Mrs Mandy Hewes School Business Manager to agree arrangements.

Late payment of fees

Should a problem arise concerning payment of fees, parents/carers should speak to the school office as soon as possible to enable an agreement to be made regarding payment. Confidentiality will be assured.

Should bills not be paid in full by the end of each half term, the child's place will be suspended – pending full payment. Please note, the space is not guaranteed to be held open whilst we await payment.

Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holiday or sickness. Failure to meet payments will result in the termination of the Nursery place and in such circumstance the parents will not be entitled to a refund of any fees. One month's written notice is required if you wish to cancel your child's place at the Nursery. Parents will be given one term's notice of any increase in fees.

Additional hours and ad hoc sessions

If you would like to book additional hours or an ad hoc session, we are happy to arrange this if we have space available. Please contact Mrs Mandy Hewes at the school office to arrange this. Please be aware that changes

to funded hours **must** be requested in writing at the beginning of each term as we cannot make amendments part-way through a term.

Late collection fee

If children are not collected by 3.30pm from the Nursery we reserve the right to charge a late collection fee of £10.00 to the parent/carer. For every additional 15 minutes a further £10.00 will be added to the fee.

Lunch and snacks

We offer a range of healthy snacks in the morning. Hot school meals can be provided if your child would like them or packed lunches can be brought from home. Hot lunches cost £2.40 per meal, and we ask that you pay for these online. Menus will be sent to you each half term; meals can be selected, and payments made before the term starts. We can adjust lunches during the term, but our kitchen requires two weeks' notice for any amendments. Children who receive Pupil Premium are entitled to a free school meal.

Nappies

Parents should provide all nappies and wipes for children still using nappies. We encourage all children to be out of nappies by the age of 3 years.

Dress

Children should come in normal day clothes. A sweatshirt and bookbag is available to purchase if you choose to buy one, or the PTA has a good supply of second-hand uniform.

An additional change of clothes should be brought in. As we encourage outdoor play whatever the weather, please provide your child with a raincoat and wellies for wet/cold weather and hat for sunny days. **Please make sure all clothes and footwear are clearly labelled.**

Sun cream

Please make sure that you apply an 8-hour sun cream at appropriate times. Staff cannot apply sun cream to children during the day as it is not possible to do this for all children. We provide shaded areas in the summer for children when they are outside on hot, sunny days.

Key person and settling in

When your child starts at Pembroke Park Nursery, they will be allocated a member of staff who will be their Key Person. We believe that children settle best when they have one key person to relate to, who know them and their parents best. This provides a secure relationship in which children thrive.

We usually offer two settling in sessions. Parents are invited to stay with their child for the first session, so that the child can familiarise themselves with the environment and get to know their Key Person. The second session parents are asked to come in until their child has settled and then to leave their child with their Key Person for a short time. Usually, these sessions are enough for the child to become comfortable coming into the Nursery, but this can be adapted to meet the need of each individual child, if staff/parents feel that more or less settling in sessions are needed.

Health, safety & sickness

Children who are unwell should not attend the Nursery. Please follow current Government advice if your child has Covid symptoms. Children who have suffered from sickness or diarrhoea will not be admitted back to Nursery until 48 hours after the last bout.

If children are unable to attend due to sickness, please telephone/email the school on 01722 324050. If children fall ill during the day parents will be contacted to arrange for them to be collected.

Information Sharing with Parents

Pembroke Park Nursery uses an online Learning Journal (Tapestry) allowing parents to access on their tablets/computers. This is a safe site used by nurseries and schools. You will receive further details on this once registered, when you will be asked to complete a consent form allowing us to set your child up.

Notice of termination

We require one month's notice, in writing, should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable.

We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent/carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances we will give you one month's notice, in writing, should we wish to terminate a Nursery place for any reason. If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.