



Stamford Green Primary School



Stamford Green Primary School Nursery Terms and Conditions

1. Admission

Permission forms and a copy of your child's birth certificate/passport need to be given in by specified dates. If Parents/Carers do not comply this could delay a child's starting date.

2. Deposit

A deposit of £100 is required with all application forms, with the exception of FEET applications, where a £20 deposit is required. This deposit is refundable against nursery fees. However, should you decide not to take up the place after confirmation has been issued, the deposit will be retained to cover administration costs.

3. Fees

Fees for 3-4 year olds, in excess of any funded hours, will be charged at the rate of £3.50 per half hour.

Fees for 2 year olds, in excess of any FEET funding, that may or may not be available will be charged at £4 per half hour.

4. Payment of fees

Nursery fees must be paid before the first day of each half term, in full. Fees for the next half term are placed on Tucasi at the end of each half term.

We are happy to accept childcare vouchers for payment of fees. Our Ofsted number (should your employer require it) is **125066** and the postcode is **KT19 8LU**. If you wish to pay using childcare vouchers, please contact Mrs Noble in the school office – nobleg@stamford-green.surrey.sch.uk

All unpaid fees will be recovered through a debt recovery process. We reserve the right to charge an administration fee of £10 per correspondence due to late payment of fees. Your child/children may be refused attendance until the outstanding balance is paid and, at the discretion of the School Business Leader, the nursery place may be forfeited and passed to the next child on the waiting list.

5. Session changes

Once your sessions are confirmed, any alterations or cancellations will require a minimum of 6 weeks' term time notice, given in writing. For example, if your child is not returning in the autumn term, notice is to be given at the May half term break in the summer term. Parents/Carers remain liable for fees during the notice period. Failure to give the correct notice will incur a charge for 6 weeks' fees.

A request to increase sessions will be considered immediately subject to availability.

6. Absences

If your child is going to be absent, you must call the school office before 8.30am so that teaching staff can be advised. Absences cannot be refunded.

If your child has experienced sickness or diarrhoea they must remain away from Nursery for 48 hours after the last episode. The Nursery reserves the right to refuse entry if a child appears unwell.

7. Swapping sessions

You cannot swap sessions or make-up attendance for any sessions missed, unless the absence is due to a medical emergency where a doctor/hospital letter can be provided. This will then be considered by the School Business Leader and a decision will be made at their discretion. Absence for general illness does not apply.

8. Security and collections

Parents/Carers agree to arrange drop off and collection of their child/children at the scheduled time. It is the Parents/Carers responsibility to ensure that Nursery staff are made aware of who will be collecting their child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

9. Late pick-up

If Parents/Carers arrive late for their scheduled collection time there will be an additional charge of £3.50 for the first half an hour and £1 per minute thereafter. Please be aware that at the end of each whole academic term (Christmas, Easter and July), school finishes at an earlier time. Please see dates for diaries for more information.

10. Closures

If, due to unforeseen circumstances, such as adverse weather conditions, it is necessary to close the Nursery, parents will be informed by the school website, the twitter feed and via email. In these circumstances parents will not be compensated for any fees paid during the closure.

11. Uniform

All children must adopt the Stamford Green Nursery uniform policy. Please ensure that all items of clothing and personal property are clearly labelled. The Nursery does not accept liability for any personal items lost or damaged.

12. Packed lunches and water bottles

Every child must bring to school a healthy nut free packed lunch on all the days that they are eating lunch at Nursery. In addition to lunch a piece of fresh or dried fruit should be brought in for snack time. Please do not send in juice or squash as water will be provided in line with the rest of the school.

Named water bottles, with a sports cap, should be brought to Nursery every day.

13. Nappies and wipes

The expectation is that 3 year olds should be toilet trained and come in wearing pants/knickers. However, we will support each individual child so changes of clothes should be brought in – see below.

Please ensure that any child in nappies comes to Nursery with nappies and wipes, plus any cream if needed, in a small labelled bag.

14. Spare clothes

All Nursery children should bring two spare sets of clothes in a small labelled bag every day.

15. Driving on school premises

In line with school policy, Parents/Carers are not permitted to drive into school to drop off or collect their child.

16. Complaints

If you have any cause for complaint, please speak to a member of Nursery staff who will try to rectify the situation. If your concerns are not resolved then the matter should be put into writing and addressed to Mrs Vidal, the Assistant Headteacher (vidalh@stamford-green.surrey.sch.uk) who will endeavour to resolve any issues.

17. Safeguarding

Children's welfare is our first priority and we have a duty to protect children under the Children's Act 2004. Our named DSLs (Designated Safeguarding Leaders) are Mrs Dray, Mrs Druce and Miss Swann. If any member of staff has cause to suspect a case of abuse or non-accidental injury we are duty-bound to inform Surrey County Council Children's Service. Child protection issues are kept in the strictest confidence and are passed onto the duty social worker at the Children's Assessment Team.

18. Photographs

Please be aware that the School and Nursery occasionally take photographs, which may be used on the School's website and Twitter feed. Parental preference will be sought via a permission form which will be sent to parents during the induction period.

19. Safety

All Nursery staff have up-to-date First Aid certificates and we check our equipment and environment for suitability and safety on a daily basis. If your child requires any medicine to be given to them whilst at Nursery, you will need to fill in a medication form and return it to the school office.

In the event of an urgent medical incident we reserve the right to administer first aid and/or call the emergency services. If necessary, a member of staff will escort your child to an Accident and Emergency department where any decisions about your child's welfare will then be made by the medical staff at the hospital. In this event you will be informed as soon as possible.

20. Insurance

All children attending the Nursery are covered by Stamford Green Primary School's public liability insurance.

21. Data Protection and Confidentiality

Information about your child (e.g. medical needs) and contact details will be stored on the school's information management system. Contact details that the school has for during the school day will be used in the case of medical emergencies, behaviour issues and late collection incidents. All information given is treated in strictest confidence. No information about you or your child will be given without your prior consent, except in child protection cases.

22. Contractual agreement

The offer of this place and its acceptance by Parents/Carers gives rise to a legally binding contract based on these terms and conditions. These terms and conditions are governed exclusively by English Law.

We reserve the right to update or amend these terms and conditions at any time.

By accepting a place at Stamford Green School Nursery you accept and agree to our terms and conditions.