



# Stamford Green

## Primary School and Nursery



### Stamford Green Primary School Nursery Terms and Conditions -8.5.24

#### 1. Deposit

A deposit of £100 is required to secure a child's place, once a formal offer has been made, with the exception of FEET applications, where a £20 deposit is required. This deposit will be used against any nursery fees that may be due, and will be refunded if no fees whatsoever are incurred, in the first half term.

Should you decide not to take up the place after confirmation has been issued, the deposit will be retained to cover administration costs.

#### 2. Declaration Form

A Declaration Form must be completed on the day that your child joins Nursery and at the start of each subsequent term. It is the Parents/Carers' responsibility to ensure that the number of universal and/or extended hours of funding being claimed does not exceed the child's entitlement. If any part of the funding is not available because it has been used elsewhere, or for any other reason, the Parents/Carers will be responsible for funding any shortfall.

#### 3. Eligibility codes

Parents who are benefitting from the extended 30 hours of funded childcare or the Working Parents entitlement are responsible for checking and validating their codes before the end of each term. If a code expires Parents/Carers will be responsible for funding any shortfall.

#### 4. Fees

Fees for 3 - 4 year olds, in excess of any funded hours, will be charged at the rate of £3.75 per half hour.

Fees for 2 year olds, in excess of any FEET funding and Working Parents Entitlement, that may or may not be available, will be charged at £4.25 per half hour.

The Afternoon Club, from 2.40pm – 3.10pm, cannot be paid from Universal, Extended or Working Parents funding. There is no Afternoon club on Wednesday afternoon for part time Wednesday to Friday children as the day ends at 3.10pm to ensure all children receive 15 hours of free childcare.

#### 5. 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 Scopay 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 – [nurseryfinance@stamford-green.surrey.sch.uk](mailto:nurseryfinance@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.

#### 6. 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.

## **7. Sickness absences**

If your child is going to be absent, you must notify the school office before 8.30am, using the Google Form on the school website or calling the office, 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.

## **8. Non-attendance**

Children should regularly attend Nursery on their designated sessions, apart from absences due to illness. We recognise that there may be occasions when your child does not attend for other reasons. If attendance falls below 97% we will work with you to improve attendance. If attendance falls below 90% we reserve the right to terminate your child's place and offer a place to the next child on the waiting list.

## **9. 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.

## **10. 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.

## **11. Late pick-up**

If Parents/Carers arrive late for their scheduled collection time there will be an additional charge of £3.75 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.

## **12. 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.

## **13. Uniform**

All children must adhere to the Stamford Green Nursery Uniform Policy [attached here](#). 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.

## **14. Lunches and water bottles**

A hot school meal is available every day. School lunches must be prebooked via the school's online booking system on all the days that your child is eating lunch at Nursery. Alternatively, children must bring to school a healthy, nut free packed lunch. Fruit and milk will be provided at snack time. Please do not send in juice or squash as water will be provided at lunch times in line with the rest of the school.

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

## **15. 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 – please 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.

## **16. Spare clothes**

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

## **17. Wellington boots**

Wellington boots should be left at Nursery and will be returned at the end of the school year.

## **18. 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 as the car park is for staff only.

## **19. 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 School's Complaints Policy should be followed. This is available on our website.

## **20. 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 our Safeguarding Policy can be viewed on our school website for more information.

## **21. Photographs**

Please be aware that staff occasionally take photographs on school devices, which may be used on the school's website and Twitter feed. Parental preference will be sought via Admissions +.

## **22. 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 [link](#).

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.

## **23. Insurance**

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

## **24. Data Protection and confidentiality**

Please refer to the School's Data Protection Policy and Privacy Notice, which can be found on the School's website.

## **25. 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.**