



Sherford Vale School and Nursery

Terms and Conditions

PARENT CONTRACT -

We believe that there needs to be a formal agreement between the Nursery and Parents. The contract will outline the obligations and commitment, of both the Nursery and the Parent(s).

The Contract: -

A) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 4 weeks written notice, to reduce, increase or cancel your child's normal booking.

B) Increasing your booking is subject to availability.

C) Billing: You will be billed for all non-funded sessions in advance and your invoice will state when you need to make payment by. Sessions will need to be paid for in advance via parent pay. If you need any help of assistance doing this contact the school office.

MONTHLY FEES-

Monthly fees are stated in the fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to parents / guardians. Monthly fees include all sick days and holidays taken as these are paid days. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances.

Parents agree that all monthly fees will be paid by the date quoted on the invoice. Unpaid fees are subject to a 15% late payment fee if fees not received by the due date. Extra hours are billed at the session rate or hourly rate. Fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.)

ILLNESS POLICY-

Please advise the nursery prior to 8:30 am if a child will not be attending due to illness (via nursery@sherfordvaleschool.co.uk). Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to collect the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary.

LATE ARRIVAL/PICKUP POLICY-

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 3.15pm. If you are not able to pick up your child by 3.15pm alternate arrangements must be made – you can call the main school office if you need to book after-school club. Please notify the nursery if an unauthorised person will be picking up your child. Written permission must be received before we will release a child to anyone who is not authorised on the registration form, a password will be required. Children collected after 3.25pm will incur a charge of £15, and any later than 3.25pm and you will incur the £15 charge and the relevant after school club charge also.



WITHDRAWAL-

Notice Period: We require a minimum of 4 weeks written notice, to reduce or cancel your child's normal booking.

REGISTRATION-

A non-refundable registration fee of £30 (per **non-funded** child) is required upon completion of registration to secure your child's placement in the nursery. The registration fee is non-refundable. Spaces will not be held unless the registration fee is paid in full. This is only applicable to **non-funded** children.

POTTY TRAINING-

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know.

If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at a later date.

PARENT DECLARATION FOR FUNDING-

To access your child's funding we need to confirm details on the council site. By signing your contract, you are agreeing to us keeping and using your details. As per the school's privacy policy your details can be withdrawn or requested to be seen at any time. Your information will be used termly to claim your child's funding for that term. This information will be stored securely in your child's file with all other information.

I hereby confirm that I agree to the above terms and conditions and acknowledge that by signing this I am liable to its contents

Print Name: _____

Signature: _____

Date: _____

Managers Signature _____

Date: _____