

# Little Chestnuts Nursery Terms and Conditions



From September 2020

Acceptance of a place in Little Chestnuts Nursery is confirmation of your agreement to our term and conditions as set out below.

## Booking Sessions

Sessions are booked for the academic year, however they can be increased or decreased on a half termly basis (subject to availability). Requests for changes must be made at least half a term in advance in writing. The allocation of sessions will be confirmed in writing.

If preferred sessions are unavailable parents/carers can request to be included on a waiting list. These parents/carers will be given priority if sessions become available during the academic year.

## Minimum Booking

To fully participate in Little Chestnuts Nursery children should be allocated a minimum of 2 sessions per week. One session equals a morning or afternoon half day session (8.45am – 11.45am or 12 noon – 3.00pm). We recommend children attend at least 4 sessions per week.

## Ad Hoc Sessions

Additional, occasional ad hoc sessions may be booked, with at least a week's notice. Ad hoc sessions are granted subject to availability.

If the ad hoc session increases a child's hours in nursery to more than the parent/carer's free entitlement (see the Fees section below), an invoice will be issued for immediate payment. Additional sessions cost £19.00 for each morning or afternoon session and £38.00 for all day sessions.

## Fees

Children are entitled to 15 hours (5 sessions) of Universal Funding each week. Parents/carers may be entitled to a further 15 hours of Extended Funding each week. Where a child attends more sessions than their funding entitlement sessions are charged at:  
£19 per half day session (8.45am – 11.45am or 12 noon – 3.00pm)  
£38 per whole day session (8.45am – 3.00pm).

Invoices are issued half termly during the first week of each half term. Payment is due within 14 days of the date of invoice and may be made by childcare vouchers, direct payment, cash or cheques. Further information is available from the school bursar.

We are unable to swap or refund non-attended sessions.

Chestnut Lane School reserves the right to increase fees for Little Chestnuts Nursery at any time upon giving half a term's written notice.

## Notice Periods

Half a term's notice in writing is required to increase / decrease sessions or withdraw a child from Little Chestnuts Nursery. Requests to decrease sessions or withdraw a child with less than a half term's notice will incur parents/carers being invoiced for the half term for the relevant sessions at £19 per session. Any exceptions will only be made at the Headteacher's discretion.

### **Late Payment Fee**

If a cheque is returned unpaid, or payment is received after the deadline date, an administrative fee of £20 will be charged on every occasion.

If there are outstanding fees at any time, we reserve the right to immediately suspend or terminate sessions for the child until fees are paid. Any cost incurred as a result of suspension or termination will be paid for by the parent/carer of the child.

### **Whole School Workshops & Trips**

Children attending Little Chestnuts Nursery are often welcomed to attend educational workshops booked for all pupils at Chestnut Lane School. If these workshops are arranged at a time that a child does not have a nursery session booked they are welcome to attend for the duration of the workshop (approx. 30/40 minutes) and the parent/carer of the child will need to remain onsite. This must be arranged in advance with the nursery teacher. The entire morning or afternoon session (in which the workshop falls) could also be booked as an additional ad hoc session (see Ad Hoc section above).

Children attending Little Chestnuts Nursery may also be invited to join an off-site early years educational trip. If the trip falls on a day that a child does not have a nursery session then additional ad hoc session(s) must be booked (see Ad hoc section above).

### **Late Collection Charge**

Parents/carers that do not collect children promptly at the end of a session may be subject to a Late Collection Charge. The nursery teacher will raise this issue with parents/carers prior to any charges being made.

### **Infections and Illnesses**

Little Chestnuts Nursery cannot normally undertake the care of unwell children. We must be informed of any child's illness before attempting to bring the child to Little Chestnuts Nursery. Each case can then be considered on a strictly individual basis. In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases. Chestnut Lane School, including Little Chestnuts Nursery, follows the Public Health Agency guidelines. Please be aware children must not attend Little Chestnuts Nursery for 48 hours after the final episode of diarrhoea or vomiting.

### **Holiday Absences**

Parents/carers should complete a Leave of Absence Form (available from the school office) if they plan to take their child out of nursery during term time as this allows the nursery teacher to plan nursery activities accordingly.

### **Unforeseen Closures**

Little Chestnuts Nursery is unable to offer any refunds or compensation for closure or suspension of nursery activities as a result of third party action, inclement weather, fire, flood or any other event beyond our control.

### **Personal Property**

Chestnut Lane School cannot be held liable for the loss of, or damage to, any item belonging to the public on our premises. This particularly applies to children's clothing and other items from home, as well as motor vehicles, the content of motor vehicles, prams/buggies, bikes and scooters.

### **Changes to our Terms and Conditions**

Changes may be made to our terms and conditions at any time. We aim to provide parents/carers with at least a month's notice of any changes.