



BLETCHINGLEY VILLAGE PRIMARY SCHOOL

Aiming high . Working together . Achieving our best

NAME OF CHILD.....

Admission

A completed Admissions, Terms and Conditions form must be completed and returned prior to your child joining Bletchingley Village Nursery. Without this information we will not be able to accept your child into the nursery.

Additional Fees and Invoices

All children are entitled to a 15 hours universal offer funded by the Government. Some children with working parents are entitled to 30 hours funded, please let us know if you require further information.

If parents wish to purchase additional hours this can be done by fee paying at market rates and subject to availability. All additional sessions/days purchased must be booked and paid for in advance of the term you wish them to commence and will be for a FULL TERM. Late payments may result in your child not being able to attend the extra sessions. If you would prefer to pay monthly for the sessions, please speak to Kerry Elliott, our Nursery Admissions Co-ordinator.

Fees will not be refunded or waived for absence through sickness, holiday or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power failures or weather conditions.

Please note that we cannot guarantee availability of additional sessions for the full school year and they will be allocated on a first come, first served basis. The school will need to review the purchase of additional sessions/days each term and in accordance with our waiting list for funded places. If payment has not been received, then your child will not be able to stay for any additional hours. We are unable to change or refund any bookings for additional hours once the term has started. If you wish to change or cancel additional hours, we will need one term's notice.

If your child is staying for the whole day, or for lunch club they may either bring a packed lunch or you may purchase a hot dinner for an additional £2.35 per day. If your child is having a hot school dinner, school meals must be paid for a half term in advance. If you wish to change or cancel your hot school dinner, we will require one half term's notice.

Fee paying costs per additional hour:

£6.00 - 3 & 4 year olds.

Please note: This cost becomes effective the term after they are three.

£7.50 - 2 year olds

Opening Times

The Nursery sessions run from 9am – 3pm for a full day. Half day sessions are 9am-12pm or 9am-1pm, if you would like your child to stay for lunch club. The Nursery is open during term time only and will be closed during all school holidays, including INSET days.

Personal Property and Belongings

The nursery cannot be held responsible for any loss or damage to a child's property or belongings. Every reasonable effort will be made to ensure that no such damage is incurred. Please ensure that your child's clothing is clearly labelled and we suggest that all personal toys, books and equipment are left at home.

Accidents and Illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and asked to sign an accident record form. The school office are able to administer **prescribed medicines only** if parents have completed a Medicine Consent Form.

We may require parents to collect their child from Nursery in the event of illness or if they require medical attention that cannot be provided by the school first aid. If a child has had sickness or diarrhoea the school have a 48 hour exclusion policy from the last bout of illness. Parents must inform the Nursery if their child is suffering from any illness, sickness or allergies before attending the nursery and also if their child will be absent due to any illness on that day. Parents will still be required to pay for their child's session if they are unwell.

Safeguarding

Please refer to the policy on website.

Complaints

Please refer to the policy on website.

Agreement

These Terms and Conditions represent the agreement and understanding between the parents (including other carers) and the Nursery. We reserve the right to update / amend these Terms and Conditions at any time. One months' notice will be given of any changes made. These terms can only be altered for nursery pupils in exceptional circumstances. Each case will be individually considered under consultation with the Senior Leadership Team.

I have read and understand the Terms and Conditions and agree to be bound by them.

Signed.....

Print Name.....

Date.....