



## Contract with Parents/Carers

### Stapleford Nursery Terms and Conditions

To enable us to provide and maintain the highest standards of care, and to ensure there is clarity about the contractual relationship between parents and the Nursery, we set out below our standard conditions.

#### Admission

1. Children will be considered for entry to the Nursery once the registration form has been completed and returned to us. Please see our website for our full admissions criteria:

[www.staplefordprimaryschool.org](http://www.staplefordprimaryschool.org)

2. As part of early years best practice we ask that any applications for children require a minimum of one full day attendance.

#### Extended Care Provision

The offer of a place for Extended Care Provision is for the period of one academic year for Nursery, Reception and Year 1 children only. The Stapleford Out Of School Club (SOOSC) offers provision for pupils in other school years. Application for places must be made yearly to SOOSC, details are on the school website.

#### Settling In Period

As part of the settling in period you are welcome to bring your child for a stay and play session of 1 hour during a scheduled day, with a parent / carer present throughout. This must be requested and scheduled with the Nursery Teacher and you will not be charged for this.

We offer a two week flexible hours option, where we are happy to support reduced and / or flexible hours during the first two weeks from the start date to support the transition to our Nursery. This must be discussed and hours must be agreed with the Nursery Teacher. During this time you will only be charged for the hours your child attends. After this period, your general requested hours will be charged.

#### Welfare of the Child

3. We will do all that is reasonable to safeguard and promote your child's welfare. Our Nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life.
4. Where a child is not fully potty trained, parents of that child must provide sufficient nappies, wipes and nappy sacks/bags for each day and spare clothes while potty training. These will only be used on your child.

As part of our role at Nursery, if we have noticed any bruises / grazes on your child which have not happened at our setting, we will require you to fill in an existing injuries form. This is a form which we will supply you with and you will be requested to fill it out by hand.

### **Health and Medical Matters**

5. If your child becomes ill during a Nursery session, the school office will contact the parent / carer or the emergency contact indicated on the Registration Form. Parents must inform the Nursery immediately of any changes to these contact details.
6. If your child is suffering from a communicable illness, they should not be brought to Nursery until such time as the infection has cleared. Parents / carers are asked to communicate with the school office for guidance detailing the minimum periods of exclusion from the Nursery for specific illnesses.
7. Parents / carers are required to notify the Nursery if your child is absent from the Nursery through sickness (on the first day of absence) on 01223 508720.
8. The Nursery cannot administer any medicine to a child unless prescribed by a doctor and presented in its original packaging. Should the child be on prescribed medication it is the responsibility of the parent or carer to notify the Nursery, or Key Person, and to sign the necessary form of consent prior to any medication being given.
9. Nursery staff will act in loco parentis whilst your child is in our care and as such we reserve the right to call an ambulance in an emergency and escort your child to the Emergency Department of the nearest hospital. In that event, the Nursery will contact parents / carers immediately to meet them at the hospital.

### **Food and Dietary Requirements**

10. We will work with parents / carers to provide suitable food for children who have a special dietary requirement, as diagnosed by a doctor or dietician or due to them belonging to a faith group with special dietary requirements. The Nursery will take all reasonable care to ensure that a child does not come into contact with certain foods. Nuts, of any variety, will not be accepted into the Nursery at any time.

### **Concerns / Complaints**

11. Any question, concern or complaint about the care or safety of a child must be made in the first instance to the Nursery Teacher. If the matter cannot be resolved at this level, the matter should be referred to the Deputy Head Teacher or the Head Teacher and should follow the School Complaints Policy.

### **Disclosures**

12. In order to ensure the Child's welfare and happiness, the parent / carer must share with the designated key person any medical condition, health problem or allergy affecting the child, any concerns about the child's safety or wellbeing, or any family circumstances or court order which might affect the child at the time of the application or as soon as it is known. All information will be recorded by the key person.

## **Fees**

13. Fees for additional sessions will be charged half termly and must be paid within 7 days of receipt of the invoice. Fees will be invoiced to the person(s) named on the Registration Form. Fees are payable during periods of absence from the Nursery, including sickness and any holidays taken when the Nursery is open.
14. Fees are reviewed annually and so any increases will only occur once during the year. Any such increase will be notified by the Nursery at least one half-term in advance of the increase being applied.
15. For the latest session prices please refer to our website: [www.staplefordprimaryschool.org](http://www.staplefordprimaryschool.org)
16. If you have booked sessions and pay fees, six week's written notice is required if you no longer require the place, if you wish to withdraw your child or make changes to your child's session days. Until that notice has expired, fees are payable.
17. Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the Nursery can properly budget for its own outgoings which continue whether or not all children are present and to ensure that the cost of individual default does not fall on other parents. If the Nursery has to be closed due to any reason beyond the control of the Nursery, such as power failure or adverse weather conditions, no compensation will be paid or refund given.

## **Unpaid Fees**

18. If fees remain unpaid and go into arrears, the Nursery reserve the right to withdraw the child's place at the Nursery with immediate effect.

## **Late Collection**

19. The Nursery arranges staffing to cover normal hours and seeks to recover those and all other costs through the normal fee arrangements. That staffing does not provide cover outside the normal working hours of the Nursery and After School Club. Whilst the Nursery seeks to provide some cover in emergencies, an additional fee of £5 per 5 minutes will be charged if children are persistently picked up late.

## **Belongings**

20. The Nursery does not accept responsibility for accidental damage or loss of property. Parents are requested to keep their child's personal items to a minimum and label clearly all belongings.
21. Parents are requested to send the children to Nursery in clothes and shoes suitable for play and painting. Jewellery, heels and flip flops / sandals etc restrict a child's movement and can present a risk of injury. Parents are strongly advised against these items and must take responsibility for accidents caused by belongings or clothes with which the children have been sent to Nursery.

## **Insurance**

22. The Nursery School undertakes to maintain those insurances required by law. Details of these are available from the School Office.

## **General**

23. You should be aware that the Nursery takes photographs within the setting which may be used in promotional material and in your child's Learning Journey. Parental preference is adhered to and permission will be sought. The child's name will not be used in any promotional material.

## **Safeguarding Children**

24. The Nursery must report any suspected incident of child abuse or neglect to Social Services. The Nursery acknowledges the distress this causes families, particularly if after the investigation has taken place the allegations are proved to be groundless. Nevertheless, the Nursery has a duty to act in the best interests of the child and we hope parents will endeavour to work with the Nursery and maintain a positive relationship with Nursery staff should such circumstances arise.

## **Security**

25. Parents / carers are welcome to visit the Nursery. It is the parent / carer's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

## **Data Protection**

26. It is a legal requirement for the Nursery to hold information about children using the Nursery and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records are held securely and confidentially.

## **Legal Contract**

27. The offer of a place and its acceptance by parents gives rise to a legally binding contract based upon these Terms and Conditions and the Policies and Procedures of the Nursery. Any queries about them should be raised with the Nursery Finance Manager, Nursery Teacher or the Deputy Headteacher.

## **Admissions**

28. New Nursery intakes will start at the beginning of each Half Term to support a smooth transition and consistency. An example of this is if your child turns 3 years old in December, their start date would be the first day back in January.

**For more information or to discuss your child care needs, please contact us on:**

01223 508720

**Or at the following address:-**

Stapleford Community Primary School Nursery

Bar Lane

Stapleford

CB22 5BJ

**Please sign and return the slip below.**



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**I have read and agree to the Terms and Conditions of the Stapleford Nursery Parent Contract.**

**Signed** ..... **Date** .....

**Name in block capitals** .....

**Child's name** .....

