

Foundations @ Waverley Terms and Conditions September 2021

Waverley Junior Academy, Waverley, Rotherham, S608DD

Opening Times and age of admittance

- The nursery is open from 7.45am - 4:45pm, Monday - Friday, 48 weeks per year.
- Parents and children cannot enter the nursery before 7.45am for insurance purposes. Children must be collected no later than 4:45pm. The nursery is not insured after this time and will not be held responsible for any accidents/incidents that may occur.
- We are registered for children from 2-4 years of age
- We provide government funded sessions for children aged 2, 3 or 4 years of age depending on eligibility.

Reserving a Place

- Nursery places can be booked by contacting the Nursery Manager. Parents may register their child for a place in the nursery from their child turning 1-year-old. Information will be kept on file and the Foundations Manager will contact parents a month prior to their child's starting date in order to confirm the nursery place and begin the induction process.

The Foundations @ Waverley 'Offer'

- We offer the 15-hour funding to all eligible 2 year olds as well as paid sessions charged at £4 per hour. There is no breakfast or after school club on offer to FS0's. Please check to see if you are entitled to the funding by phoning 0800 0730230
- For FS1's we aim to offer a flexible model for parents. We offer the universal 15-hour free entitlement offer to all 3-4-year-old children and the 30-hour free entitlement to eligible families. Please check you are eligible by visiting childcarechoices.com. We also offer additional hours (breakfast and after school club) which can be purchased at £4.00 per hour or your funding can be put towards these.
- On registering their child, parents are asked to give an indication of the hours they will require on a termly basis. In order to meet the varying needs of families and offer maximum flexibility. Hours can be booked/amended (depending on availability) for the following week no later than the Thursday of the preceding week.
- Parents claiming their 30-hour free entitlement may choose to split their entitlement across two provisions; should this be the case; the Foundations Manager will liaise with the other provider to support any parental queries regarding paperwork/ transition. Parents should indicate any split provision on the 'parent declaration' form which is completed during the registration process.
- We are open during school holidays so if you select 'all year round' on your forms you will be invoiced/ your funding will be split throughout the year. We require 4 weeks' notice if you wish to change to term time only.
- If you select 'term time' on the forms this means you do not want your child in nursery during the school holidays.

Nursery Fees

- Any fees for additional purchased hours should be paid for on a monthly basis. At the point of registration, the Foundations Manager will ask parents for their email address in order to send through an invoice.
- We accept cheques, cash and early years funding. Cheques must be payable to 'ACET'.
- Full fees are charged for missed sessions and there are no reductions in fees for any sessions your child may be absent due to sickness, including part days when you may be asked to collect your child.

- If fees are not paid in full when the following invoice becomes due, we reserve the right to suspend your child's place at nursery.
- In the event of a cheque being re-presented or returned by your bank, additional fees to cover any charges will be imposed.
- Government funding is available for some 2 year olds and all 3 and 4 year olds. Please see the Nursery Manager for more information. Funded sessions can only commence once we have taken a copy of your child's ID (birth certificate, passport).
- For the 30 hours funding, a code must be provided and the National Insurance number of the parent applying.
- For the 2-year-old funding a code must be provided and the National Insurance number of the parent applying.

Notice of termination

- One month's written notice is required to terminate your registration. If you fail to give notice your fees will remain payable until one month after written notice was given.
- We reserve the right to terminate your registration with immediate effect if:
 - Fees are outstanding
 - Nursery employees are subject to abusive/aggressive behaviour from parents and/or carers.
 - A child's behaviour is considered to affect the well-being/safety of other children and staff (full consultation will take place prior to this being imposed)

Sickness, health and safety

- Children must not attend nursery if they are not well enough to attend. This includes if they are suffering from sickness, diarrhoea, conjunctivitis, raised temperature, an infectious illness, such as chicken pox or an unspecified rash (until diagnosed by a doctor). Please note, this list is not exhaustive.
- When children are suffering from sickness and/or diarrhoea, they must not attend until they have been clear of symptoms for 48 hours and passed a solid stool.
- You agree to collect your child immediately after being notified by the nursery that your child is unwell and needs collecting.
- You agree to be available to be contacted at all times when your child is attending the nursery. If we are unable to contact you we will continue to contact all numbers listed on your registration form including that of your emergency contact.
- You agree to inform the nursery in writing, as soon as you are aware, of any changes to the information held on your child's registration form, in relation to personal details and contact numbers, to ensure we can contact you easily in an emergency.
- Any sick days or holidays taken will still have to be paid for to keep your place open.
- In the event of an emergency the nursery reserves the right to accompany your child to a hospital.
- The nursery will administer medication prescribed by a doctor, nurse or hospital in its original container which must be clearly labelled and prescribed for the current condition. Medication will not be administered without an "Administration of prescribed medicine form" being completed.
- For health and safety reasons you agree to not bring food on to the nursery premises other than food for celebratory occasions and in its original sealed packaging. We will accept food brought in for your child's usual breakfast or lunchbox, and for children who have special dietary needs. We ask that no nuts are provided in children's lunch boxes or other meals from home.

- You agree, as soon as practicable to inform the nursery for all absences by phoning 0114 3570150. You will be contacted on the first day of absence by a member of staff if no contact has been made.
- Our prime concern is for the safety of the children. The nursery is legally bound to report any suspected cases of child abuse to Social Care and, where applicable, OFSTED.

Security and collection of children

- You must ensure that staff are aware of your arrival when dropping off and collecting your child.
- You agree to contact the nursery if anyone other than the persons named on the contact registration form will be required. We will not allow a child to be taken from nursery by unauthorised persons. We reserve the right to contact parents/carers to verify the collection of a child by any other persons and to ask for proof of identity.
- You agree not to allow any other persons to enter the nursery premises when arriving and departing from the nursery, even if you know who they are. You also agree not to enter the nursery unless greeted by a member of staff.
- You agree not to use mobile phones or other recording devices whilst on the premises. If you become aware of any other person using a device, please inform a member of staff immediately.
- You agree to contact nursery as soon as you are aware that you are going to be late collecting your child.

Clothing/valuables

- All clothing should be labelled including items such as wellington boots and outdoor wear.
- You must provide nappies/pull-ups, wipes and cream if your child is not yet toilet trained. You will be informed in advance if we require any more.
- If your child has ear piercings, please only allow them to wear studs. The nursery will not be held responsible for any injury or damage caused to or by any jewellery worn.
- The nursery provides protective clothing for children's activities. However, parents must be aware that children's clothing may get messy/stained during certain activities.
- You agree not to allow children to bring valuables to the nursery such as, jewellery and expensive toys.
- The nursery will not be held responsible for any lost or damaged property.

Outings

- You will be required to give written permission for your child to leave the premises.
- Please notify the Foundations Manager if any child protection issues could be compromised on occasional outings, such as walks within the local area, or to local venues.

Complaints

- If your complaint is that a child's safety or wellbeing could be compromised, then immediately contact/speak to a member of staff/the management team.
- Your complaint will be investigated according to nursery policy and will be dealt with as soon as possible. The Foundations Manager will explain how long it will take to respond.

Government funded sessions/wrap around care

All 3 and 4 year olds, and eligible 2 year olds, can claim up to 15 hours of government funding per week for 38 weeks per year from the term AFTER their 3rd birthday (or 2nd if eligible).

This can be 'stretched' over 51 weeks at 11 hours per week. From September 2017, eligible parents of children aged 3 and 4 years will be able to claim up to 30 hours of funding. This can be 'stretched' over 51 weeks at 22 hours per week.

You do not have to claim the full 15 or 30 hours if you don't want to. The statutory minimum is 2x 2.5 hours sessions.

Lunch and Snacks

- A school dinner can be provided for FS1's or parents may choose to provide their child with a packed lunch. A school dinner can be ordered up to 9:30am on the required day. Please see the Foundations Manager for school dinner prices.
- Milk/ water is provided to children mid-morning and late afternoon. Any parents who have registered their child for a full day session may wish to provide their child with additional snacks. Please see the Foundations Manager to discuss this.

Late collection

- The nursery recognises that parents may be delayed due to circumstances beyond their control and requests that parents notify nursery that they have been delayed. The penalty fees below reflect the cost of an extra staff member that we have to bring in due to parents being delayed.

Late collection charges

After 15 minutes late	£2
Half an hour to an hour later	£4
Every additional hour	£4