



Nursery Terms and Conditions (September 2017 – July 2018)

Rickley Park Primary School takes parent's registration of their child into the Nursery as acceptance of these terms and conditions.

Opening hours and fees (applicable to all parents)

Rickley Park Primary School Nursery will be open term time only as per our main school term dates listed on our school website and included in the Parent Information Booklet.

The Nursery is open for Morning sessions from 9am until 12pm with additional afternoon sessions available between 12pm and 3pm.

No charges will be made for the 15 hours funded Nursery education per week (morning sessions ending at 12pm).

Late pick-up, early drop-off and penalty fees (applicable to all parents)

Please advise the Nursery immediately if you will be arriving late to pick up your child. It is the parents' responsibility to ensure that children are picked up at the end of their session each day, either by 12pm or 3pm.

If you are not able to pick up your child at the required time you must make alternative arrangements and inform the Nursery by contacting the school.

It is highly recommended that you arrive at least 10 minutes earlier than the session end time to give you and your child time to get ready to leave.

All late collected children will be recorded in the "late book". Where a child has 3 recorded late collections in one term a letter will be sent home to the parents and this information may be passed on to the school's Senior Attendance Officer (Legal Interventions) or Children's Social Care for further investigation. Any subsequent late collections, after a letter has been sent home, will be subject to the Charges for Late Collection/Non-Collection of Children. Please refer to the Rickley Park Primary School Attendance Policy on the school website for full details. Continual lateness may put your Nursery place at risk.

Afternoon Session Booking (applicable to all parents of children accessing afternoon sessions)

Afternoon sessions must be booked for the entire academic year; for example, every Tuesday and Wednesday afternoon from 18th September 2017 through until the end of the Summer 2018 term (July 2018).

Parents pre-booking afternoon sessions including lunch (parents must provide a packed lunch) from 12pm – 3pm will need to provide proof of their eligibility code for 30 hour funding when requesting to book sessions or be charged £13 per session until a valid 30 hour eligibility code can be verified.

A minimum of one month's payment is due in advance by cash or cheque payable to Rickley Park Primary School or by Tax Free Childcare Scheme payments.

Bookings must be requested using the Afternoon Session booking form, returned with proof of 30 hour funding eligibility or a minimum of one month's payment in advance using the Tax Free Childcare Scheme, Childcare Voucher Scheme or by cheque. Please note your chosen method of payment on your booking form.

Changes to bookings

One month's written notice is required for any change in session bookings.

Booked sessions cannot be swapped for different days on an ad-hoc basis; any changes must be made in writing with a minimum of one month's notice.

Extra or occasional session bookings may be available dependent on availability, via the school office. Extra sessions booked will be charged in arrears.

What happens if your 30 hours funding eligibility ceases?

- You will receive a 'grace period' – this means you will be able to keep your childcare arrangements for a short period – up to one month.
- Once the 'grace period' has lapsed, you will only be entitled to the universal 15-hour entitlement (our morning sessions).

Fees and Payment Policy (*applicable to parents paying for additional afternoon sessions only*)

Chargeable sessions must be paid at least one month in advance. Parents will be invoiced monthly in advance for payments to be received within 2 weeks of the invoice date.

Any occasional/extra sessions can be paid in arrears.

Fees are due for all sessions booked and will not be refunded for any unattended booked sessions. Fees are payable for all booked days and not actual attendance.

Payments received repeatedly late (more than 3 times per half term) will incur a £10 charge.

If the Nursery has to close due to any health and safety reasons including bad weather, fees will still be payable during the closure period.

Arrears and debt policy (*applicable to parents paying for additional afternoon sessions only*)

If you are experiencing financial difficulties in the payment of fees then please contact the office at the earliest opportunity so a mutual agreement can be made.

We will make every reasonable effort to contact parents by phone, Parentmail and/or letter regarding non-payment of fees.

If contact cannot be made and/or payment is not received within 2 weeks of the due date, we will assume that you no longer require the sessions and cancel your booking.

Non-payment letters regarding overdue fees will incur a £5 administration cost per letter.

A charge of £10 will be made for any cheque returned by a bank as unpaid. If this happens more than once, only cash payments will be accepted.