

# Little Flowers Nursery at St Teresa's Catholic Primary School

## Terms and Conditions

Little Flowers is dedicated to providing a happy and stimulating environment, which is delivered cost effectively as part of developing children in the local community. Parents are therefore expected to give their support and encouragement to the aims of the nursery and to also comply with the following:

### **Registration**

Children cannot be allocated a place at the nursery without completing an Application Form and Booking Form and returning them to the school address. The child will be allocated a place subject to availability with the earliest date offered as appropriate to the age of the child. If there is no immediate availability the name of the child will be held on a waiting list until a suitable place can be offered. Upon receipt a confirmation letter will then be sent with the earliest starting date as practical or the name held on a waiting list if there is no place available.

### **Cancellation of Place Offered**

Once a place is allocated and confirmed by letter as stated above, to cancel the arrangement, the parent must write to the nursery as soon as possible.

### **Settling In**

Settling in sessions are available and will be discussed with you prior to your child starting at the Nursery.

### **Attendance**

We politely request that children are dropped off and collected promptly, in accordance to their session timings.

We require the details of **two** familiar contacts for your child that we can liaise with in case of an emergency. You must notify us immediately of any changes to these contact details.

We can be flexible about attendance patterns to accommodate the needs of individual children and families, but we ask that children attend for a minimum of **two sessions per week**. This is to ensure that children benefit from continuity and stability in their learning environment. If you wish to increase the number of sessions your child attends, you must notify the Office in writing and you will be advised as to the availability for your child.

### **Non-Attendance**

If a child is off sick or taking holidays during term time, we kindly request that parents inform the nursery by ringing the school number on 01206 508445.

### **Sessions**

Little Flowers nursery offer the following sessions:

<b>Session Name</b>	<b>Time From</b>	<b>Time To</b>
Early Bird Breakfast Club	7.30am	8.35am
Morning	8.35am	11.35am
Lunch	11.35am	12.10pm
Afternoon	12.10pm	3.10pm
Full Wraparound	3.10pm	6pm
Half Wraparound	3:10pm	4:30pm

## Nursery Education Funding

Little Flowers nursery operates the universal 15 hours funding scheme for 3 and 4 year olds in line with Early Years at Essex County Council. Children are currently entitled to funding the term after their 3<sup>rd</sup> birthday within the dates outlined below:

Birthday between 1st January – 31st March – Funding will be given for Summer term onwards

Birthday between 1st April – 31st August – Funding will be given for Autumn term onwards

Birthday between 1st September – 31st December – Funding will be given for Spring term onwards

We aim to take two intakes per academic year in September and January. Please note we do not operate a 'summer intake' unless we have capacity to fill.

We also support eligible working parents who qualify for 30 hours of free childcare and fee-paying parents.

The nursery will provide you with the necessary paperwork to fill in and return. We are happy to discuss funding eligibility.

**Please note: without this paperwork correctly filled in, and any necessary accompanying documentation being returned on time, your funding will be forfeited.**

It is the parents' responsibility to provide the appropriate funding code to the nursery so that eligibility can be confirmed. We recommend sharing your code as soon as possible.

Government funding cannot be used for Breakfast Clubs or Wraparound and as such these will be chargeable; however, tax free childcare and some vouchers can be used to pay for breakfast club or wraparound.

The lunch time session is payable and is not included in government funded hours.

It is however important to us that additional fees do not deter parents from choosing Little Flowers and as such, upon request, a condensed session can be offered from 8:35-2:35pm.

### Payment of Fees

Parents and/or guardians are responsible for the payment of fees on time. All fees are to be paid in advance upon the issuance of fee invoices.

The calculation of fees is based on the relevant session rate multiplied by the number of sessions attended each week and the number of weeks in the half term. Lunch session, Breakfast Club or Wraparound fees will also be itemised and added to the invoice.

All invoices will take into account any training days or public holidays on which the nursery will be closed. Fees however will not be refunded or waived for term time absence through sickness or holidays or any other cause during term time or if the nursery is forced to close in extreme bad weather conditions or circumstances which are beyond its control and the safety of children is at risk.

The fee structure is as follows:

Session Name	Time From	Time To	Fee
Breakfast Club	7.30am	8.35am	£5.50
Morning	8.35am	11.35am	£16.50
Lunch (packed lunch provided)	11.35am	12.10pm	£4.00
Lunch (school provided meal)	11.35am	12.10pm	£6.30
Afternoon	12.10pm	3.10pm	£16.50
Full Wraparound	3.10pm	6pm	£16.50
Half Wraparound	3:10pm	4:30pm	£8.25

Little Flowers offers upon request a condensed session 8:35-2:35pm without additional fees, this is applied by booking morning and afternoon sessions and providing your child with a packed lunch. A discount is then applied for the cost of the lunch session (£4 per day).

## **Childcare Vouchers and Tax-Free Childcare**

Childcare vouchers are provided by some employers to help parents offset the cost of childcare against your pre-tax income. Parents are advised to discuss this directly with our school office to check that the vouchers you receive are accepted.

We accept payment for childcare using tax-free childcare.

## **Late Payment of Fees**

Little Flowers nursery operates on a very tight budget. Parents are therefore kindly requested not to fall behind on any payments due. If fees are not paid as agreed, the nursery will note the delay and ask for payment in writing, stating that the child's place could be withdrawn if payment is not forthcoming by a particular date. In the event that fees are consistently paid late a charge of 10% of the outstanding balance will be payable for administration costs and will be included on the next invoice raised. The Nursery reserves the right to withdraw the child from attending. We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations, and on a case-by-case basis, the nursery will negotiate payment in alternative instalments

## **Amendment of Sessions**

Little Flowers nursery tries its best to accommodate all session requests. However, the nursery kindly request that if a parent wishes to amend or add to any existing sessions that they do so in writing or by e-mail to the school giving one months' notice for any reduction in sessions. All such requests are subject to availability and Little Flowers nursery will endeavour to accommodate where possible but cannot guarantee any session amendments especially if nursery is full.

## **Leaving Notice**

A written notice period of 4 weeks is required if you wish to withdraw your child from nursery for any reason. If your child receives funding and is taking up a place at an alternative nursery within the same funding period you will be unable to transfer their funding for the remaining time in that funding block.

## **Child Illness**

If children appear unwell during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the nursery reserves the right to contact you to ask that you collect your child, or send an emergency contact (as stated on the Registration Form) to collect on your behalf.

All parents are required to inform the nursery if their child has been ill over the weekend or overnight before a session and if they have been given any medication for the illness. You must also inform the nursery if your child has any illness such as measles or chicken pox, so the other preschool parents can be informed.

If your child has suffered from vomiting or diarrhoea we require that they be kept away from nursery for at least 48 hours after their last bout of illness and until they have had a meal. You may also be required to withdraw you child if we have reasonable cause to believe that the child is, or may be, suffering from any contagious disease. This is to ensure that the risk of spread of disease to other children and staff is kept to a minimum.

We exclude children who have communicable diseases for the recommended time required. The nursery holds a list of communicable diseases and the incubation periods / exclusion times and will advise parents accordingly. The nursery reserves the right to send home an un-well child or to refuse a child if we feel that they are unwell.

## **Removal**

In extreme cases, and as a last resort, we may require you to permanently withdraw your child from the nursery on grounds of a child's disruptive or inappropriate behaviour if it is in the best interests of your child and/or other children who attend the setting. We will consult with you before making such a decision.

## **Abuse to Staff**

Little Flowers Nursery will not tolerate any form of bullying, harassment, intimidation or violence towards any staff member. If a parent intimidates or acts in an aggressive way towards a staff member, they will be asked to leave the premises immediately. This may result in the loss of your child's place at the nursery. More serious incidents will be reported to the police for further action.

## **Liability**

Little Flowers accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or the non-admittance of a child to the nursery for any reason. Little Flowers Nursery cannot be held responsible for the loss or damage to children's property unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged. Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs.

## **Policies & Procedures**

Little Flowers nursery are required to follow the guidelines and requirements of the EYFS Statutory Framework and OFSTED. Parents are requested to observe and comply with all operating policies and procedures at the premises and to cooperate with staff in completions of any Entry Forms, incident log book and any other documentation required pertaining to your child and his/her progress in preschool. Failure to do so may lead to the nursery taking necessary steps to withdraw the child if any policy or procedure is not followed.

For any queries regarding Terms and Conditions please contact [nursery@st-teresas.essex.sch.uk](mailto:nursery@st-teresas.essex.sch.uk)