



## **ST MARTIN'S NURSERY TERMS AND CONDITIONS**

**This version approved by the Full Governing Board on 22<sup>nd</sup> May 2023**

- To register your child at St Martin's Nursery you need to complete a School Nursery Application form. Forms are available from the school office or can be emailed if you prefer.
- The Nursery is open from 8.30am – 3.00pm Monday to Friday school term time only (38 weeks) for children from the term that they turn 3.
- Additional wraparound care at St Martins is available for children aged 3 and over, bookable through FISH:

<http://www.funinschoolholidays.co.uk/>

- Parents can select up to 15 hours per week free of charge up to a maximum of 570 hours per year. Additional hours are available at a cost of £4.90 per hour (from 1<sup>st</sup> January 2024) and will be invoiced termly IN ADVANCE. Payment to be made by an agreed date prior to the start of the term in question. Late payment will incur an administration fee of £10.00 per term.
- St Martin's will increase Nursery fees to remain in line with any increase in Early Years Entitlement Funding made by the DfE. Parents/carers will be advised of this increase before it is implemented.
- Some children may be entitled 30 hours of government funded nursery education every week for 38 weeks of the year up to a maximum of 1140 hours per year. For further information, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to check your entitlement.
- All hours are subject to availability and must be booked half termly IN ADVANCE in agreement with the School Office.
- If the fees are not paid on time the School Business Manager will notify the Parent/Carer with a formal warning. This may result in their child's "bought hours" at the nursery being forfeited.

- If a payment is overdue by two weeks of the agreed payment date then additional childcare facilities will be withdrawn and the hours may be assigned to another child. It will be necessary for the parent to contact the School Business Manager to discuss availability.
- NO refunds will be given if your child is absent due to sickness or holidays. The fees charged are to cover your child's place not their attendance.
- NO refunds will be given in the event of nursery/school closure due to unforeseen events or events beyond the reasonable control of St. Martin's. This is due to the ongoing costs the school would still incur in the case of any closure.
- If you consider that you have exceptional circumstances please speak to the School Business Manager.
- Lunch will be eaten at 12.30 (during the afternoon session). You may provide your child with a packed lunch, or alternatively, you are able to purchase a school lunch for your child at the cost of £2.00 per meal.
- If a child becomes ill whilst in our care, every effort will be made to contact their parent/carer. If the illness is of a more serious nature, we reserve the right to seek medical assistance and if necessary take the child to hospital.
- Please do not bring your child to school if they are suffering from an infectious illness. We reserve the right to refuse any child who we believe is not well enough to attend on that day or if they present a risk to any other child or member of staff. Exclusion periods are listed in the “Spotty Book” available in the school.
- We are allowed to administer both prescribed and non-prescribed medicines. You are required to fill in an “Administration of Medicines in Schools” form from the school office before we can administer either form of medication.
- If your child suffers from a chronic or long-term illness an Individual Health Care Plan will be drawn up with the school nurse, parents and SENDCo as appropriate.
- Please notify a member of staff if your child has received any medication outside of nursery hours.
- Children can only be collected by nominated adults aged 16 or over. We reserve the right to refuse to allow your child to leave the premises if we are not satisfied with a collector's identity until we have checked with the parent/carer by telephone.

Jesus said “I have come that you may have life, life in all its fullness”. (John 10:10)

- We do not take responsibility for any personal items (e.g. toys) which are brought into the nursery.
- Please send your child to nursery wearing suitable clothing including appropriate shoes (not flip flops) and an outside coat.
- Please provide 4 weeks’ notice if you wish to cancel your child’s place at the nursery. Failure to do so will result in 4 weeks fees being charged for the “bought hours”.
- Children attending our nursery are covered by our Public Liability Insurance. Full details are available from the School office.
- We reserve the right to act in your child’s best interest in the event of an emergency.
- We reserve the right for a child to be withdrawn from nursery if it is in the best interests of the child, other children and staff.
- We further reserve the right to alter or terminate this contract at any time.

**I/We understand that St Martin’s Nursery will care for my/our child in line with this document and consent to them caring for my/our child within this framework.**

**I/We have read and fully understood St Martin’s Nursery’s terms and conditions and have asked for further explanation on any detail that is unclear. I/We agree to accept and abide by these terms and conditions when registering my/our child with St Martin’s Nursery.**

**Child’s Name..... Date of Birth.....**

**Parent/Carer Name.....**

**Parent/Carer Signature.....**

**Date.....**

**Parent/Carer Name.....**

**Parent/Carer Signature.....**

**Date.....**

*Please sign both copies of this form and keep one for your records*

**Being the best we can be for ourselves, each other and God’s world.**