

Little Explorers

St Helena's Church of England Primary School, Willoughby

Terms & Conditions

Our aim is to ensure that the Little Explorers Nursery is a constantly developing community of children, staff and parents. Governors and staff are committed to providing a happy, safe and secure environment in which each child can develop at his/her own pace. Parents/Carers are expected to give their support and encouragement to our aims. These terms and conditions relate to the contract between the Governors and the Parents/Carers.

Registration

Children will be considered for entry to the nursery when a completed Registration Form and signed copy of this document have been returned with a registration fee of £25, refundable when the place is taken.

Places can be reserved from a maximum of one term prior to a child's admission. If your child has been placed on our waiting list, you will be contacted when a place becomes available. Please advise us immediately if you no longer require the space.

It is recommended that a child attends as many of their funded sessions per week at this setting to maximise the benefit of the teaching and learning experience Little Explorers offers.

Offer of a place

Little Explorers offers 16 places for each session.

When places are oversubscribed, children will be offered places according to the LCC Admissions Policy, giving priority to those with siblings in Little Explorers Nursery or St Helena's School and then those living closest to the school.

When a place and sessions have been confirmed, four weeks notice must be given by the parent/carer to make any reduction in hours/sessions. Requests for additional sessions will be dependent on availability.

The notification period for those in receipt of 30 hour funding will be in accordance with the Government regulations, which is currently one term.

Sessions cannot be swapped; however additional sessions can be purchased if available.

Opening Hours

Little Explorers' opening hours are from 7:30am to 5:30pm during term time with the following sessions:

7:30am to 9:00am (£7 for the full session or £4.50 from 8am) Breakfast included up to 8:30am

9.00 am to 12.00 pm (15 or 30 hours free provision or £13:50)

12:00pm to 3:00pm (15 or 30 hours free provision or £13:50)

3:00pm to 5:30pm (£2.50 per 30 minutes or £4:50 per hour)

Little Explorers is open for 38 weeks/190 days per year, following the school term dates and closed all Bank holidays, school holidays and school training days. Please see below for the funded hours calendar to assist with completing the Parental Declaration Form.

Funded Hours Calendar	Autumn Term		Spring Term		Summer Term	
	15 Universal Hrs	30 Extended Hrs	15 Universal Hrs	30 Extended Hrs	15 Universal Hrs	30 Extended Hrs
2017/18	70 days 210 hrs	70 days 420 hrs	56 days 168 hrs	56 days 336 hrs	64 days 192 hrs	64 days 384 hrs
2018/19	72 days 216 hrs	72 days 432 hrs	60 days 180 hrs	60 days 360 hrs	58 days 174 hrs	58 days 348 hrs
2019/20	71 days 213 hrs	71 days 426 hrs	58 days 174 hrs	58 days 348 hrs	61 days 183 hrs	61 days 366 hrs

A Holiday Club for 3 to 11 year olds is available in school for the first 4 weeks of the summer holidays, but this does not form part of the Early Years funded offer and all sessions must be paid for.

Early Drop Off/Late Collection

Please do not ask for children to be dropped off early as this cannot be accommodated and will incur additional charges.

If you know you are going to be late, please arrange for somebody else to collect your child and telephone to inform us of who will be collecting, along with a description and password, so that the staff are aware of who to expect. Please read the Uncollected Child Policy.

Early and Late charges will be applied at the rate of £5 per every quarter of an hour or part thereof before/after the booked session, to cover additional staffing costs that may be incurred.

The Child's Health

Parents/Carers must inform staff if the child has a known medical condition or health problem or has been in contact with infectious diseases. The child must not be brought in if he/she is unwell. Please read the Medications/Infectious Diseases policy.

Parents'/Carers' Authority

In Loco Parentis: The parents authorise staff to act in loco parentis in all respects. Parents/Carers consent to the use of such physical contact with children as may be lawful, appropriate and proper for teaching and to provide comfort to the child in distress or to maintain safety and good order. Parents/Carers consent to emergency medical treatment including surgery and/or general anesthetic, if certified necessary by a doctor and if Parents/Carers cannot be contacted in time.

Payment of Fees

Parents/Carers will be invoiced in advance on a half-termly basis, which must be paid by the end of the first week of each half term. If fees remain outstanding after this time, the Governors reserve the right to add a £20.00 surcharge for late payments. If the fees are still outstanding and no attempts have been made to settle the account the Governors reserve the right to terminate the contract. Such items will be recoverable by action if necessary by our Debt collection agency, the cost of which will be added to the debt.

Fees may be paid weekly with prior arrangement. However, the re-payment schedule must be adhered to, otherwise the payment in full will be come due immediately and an additional £20 surcharge for late payments may also be added.

Responsibility for payment

Fees are the sole responsibility of the Parent/Carer signing the Registration Form.

Fees and extras

Fees cover the normal curriculum.

A morning fruit snack and milk is provided for all children.

A hot school lunch (cooked on the premises) can be purchased at £2:20 or parents/carers need to provide a nutritious packed lunch. Parents/carers may provide a healthy "finger food" tea for children attending a session later than 3.30pm. Unfortunately, Little Explorers does not have any facilities to provide cooked meals at this time of day.

Spare clothes, nappies, wipes, bags, barrier creams and sun cream are to be provided daily by the parent/carer in a named bag.

Fees will not be refunded or waived for absence through sickness or holidays or for any other reason.

Cancellation/Termination of the Contract

In the event of a parent/carer withdrawing a child immediately and without notice, payment of four weeks fees will become due in lieu of notice.

The Governors reserve the right to terminate a child's place with immediate effect if a serious breach of these terms and conditions occurs, or if the termination of a place is considered to be in the best interests of the continuing welfare of the other children at Little Explorers. No refund of fees will be given in these circumstances and fees in lieu of notice will not be charged.

Baby-Sitting

Staff cannot undertake childcare duties outside nursery/school hours.

Unplanned Closures

Little Explorers may need to close due to severe weather conditions, Acts of God such as flooding, or other circumstances beyond their reasonable control. Should this occur parents/carers will be contacted to collect their children. No refund will be made in this event.

If the closure is beyond the control of the Governors and it continues for more than one day and the Governors are obliged to pay the staff, the Governors reserve the right to charge for any session which your child would have attended if the nursery had been open.

Settling-In Sessions

Every child and family is unique; subsequently induction visits will be different. Some children may require a couple of visits, others may require more. Staff will support all families to ensure that every child feels safe and secure before parents/carers leave the premises. Please read the Settling-In policy.

Liability and Insurance

A copy of the Public Liability Insurance is on display in the main school office. . Every reasonable effort will be made to ensure children's belongings are not lost or damaged. However, the Governors do not accept any liability for any loss or damage to children's property. Please see the "Possessions" section of the Settling-In Policy. The Governors accept no responsibility for children whilst in their parents/carers care on the school premises.

Parents/carers are at liberty to take out additional insurance if they require.

Special Precautions

The Headteacher must be notified in writing immediately of any court orders or situations of risk in relation to the child for which any special precautions may be needed.

Concerns/Complaints

Parents/carers who have cause for concern must inform the Headteacher without delay. Please see the school Complaints/Grievance Policy.

Jurisdiction

This contract is governed by English Law.

The Governors reserve the right to update/amend these terms and conditions at any time with one months written notice, unless the matter relates to health and safety and/or safeguarding issues, in which case any amendments will come into effect immediately.

Please Note:

Terms are Autumn (Sept - Dec), Spring (Jan - Mar/Apr) and Summer (April - July), dates of which are available on the school website www.st-helenascofe.lincs.sch.uk

All policies are available on the School website www.st-helenascofe.lincs.sch.uk

I agree to the above terms and conditions.

Child's Name.....

DOB.....

Signed
Parent/Carer

Print Name.....

Date.....