

## 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 to school.

Termly applications will be dealt with in accordance with the Admissions timetable below:

Admissions deadline for a September place by May 31<sup>st</sup>

Admissions deadline for a January place by September 30<sup>th</sup>

April place January 31<sup>st</sup>

Mid-term applications will be dealt with on an individual basis according to availability during that term. A subsequent application will have to be made for the following term.

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 setting.

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.

If family circumstances change for those in receipt of 30 hour funding, in accordance with the Government regulations, provision will continue for one term.

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

### Opening Hours and Fees

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 including breakfast)

8:00am - 9:00am (£4.50 including breakfast)

8:30am - 9:00am £2.50 (not including breakfast)

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 3:30pm (£2.50)

3:00pm - 4:00pm (£4.50)

3:00pm - 4:30pm (£7)

3:00pm - 5:00pm (£9)

3:00pm - 5:30pm (£11.50)

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, which must be returned to school before the term commences**. If funded hours change, a new Parent Declaration form has to be completed.

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
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
2020/21	70 days 210 hrs	70 days 420 hrs	58 days 174 hrs	58 days 348 hrs	62 days 186 hrs	62 days 372 hrs

### Early Drop Off/Late Collection will incur a charge.

For those children with siblings in school, they can be dropped off early from 8:50am and this will not incur additional charges.

If you know you are going to be late, please arrange for somebody else to collect your child and **telephone the office** 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. Please do not use Class Dojo to leave these important messages.

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 on a weekly basis and must be paid immediately. 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.

### **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, sun hat 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. Forms are available on the Nursery noticeboard. 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 month's 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](http://www.st-helenascofe.lincs.sch.uk)

All policies are available on the School website [www.st-helenascofe.lincs.sch.uk](http://www.st-helenascofe.lincs.sch.uk)

I agree to the above terms and conditions.

Child's Name.....

DOB.....

Signed .....  
Parent/Carer

Print Name.....

Date.....