

Muddy Boots Nursery
Conditions of Provision.

Please read the Conditions of Provision carefully, sign them and return a copy to the school. They reflect the custom and practice of nurseries providing full/part time day care and are the basis of our contract with you. Abiding by these conditions enables us to provide and maintain the highest standards of care for your child and he/she will not be able to attend nursery until these signed conditions are returned. The rules about notice and payment of fees are designed to promote stability and assist the forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/guardian's statutory rights.

1. REGISTRATION:

- 1.1. To register your child at the nursery, contact the office for information.
- 1.2. A registration does not guarantee that a place will be available.
- 1.3. If you delay taking up a place once one becomes available, you will be liable for the fees for that period.

2. CONTRACTS:

- 2.1. All contracts run for school terms only. Fees are not payable during school holidays.
- 2.2. A months' notice is required if you no longer need your child's place. Fees are payable during the notice period.

3. SESSIONS AND BOOKINGS:

- 3.1. Care is provided from 8.45am to 3.15pm, 38 weeks of the year apart from weekends and public holidays.
- 3.2. Session times and prices cannot be adjusted to suit individual needs. We are unable to accommodate fluctuating shift patterns and bookings must be the same sessions every week.
- 3.3. Likewise we do not offer part session, if you decide to collect your child early full payment for the session is required.
- 3.4. Bookings cannot be altered mid-term nor swapped for other sessions, this includes as a result of illness or holiday. We will require a months' notice for any alterations. In exceptional circumstances, (e.g. bereavement, unexpected hospitalisation) we may take an extra booking if we can accommodate the child within the existing child ratios. These exceptional sessions must be booked on an official form and paid for in advance. An email is not sufficient. Please contact the muddy boots email (muddyboots@gucs.org.uk) if you think you qualify as being in exceptional circumstances.

4. LATE COLLECTION OF A CHILD:

Please collect your child promptly at the end of their session. Extra charge for children who are collected late, or who arrive early, will be charged £10 for every 15 minutes (or part) outside the booked session. The nursery has to be vacated by the closing time and we are not insured to take children outside of their booked hours. If you are going to be unavoidably delayed, please let us know. If a child is not collected on time, we will telephone you on your emergency contact. If we cannot reach you after 30 minutes of trying, we will follow OFSTED procedure and contact social services.

5. FEES AND EXTRA CHARGES

- 5.1. Fees are calculated on the basis of the weekly charge for the sessions booked.
- 5.2. Nappies, wipes, nappy sacks and sun cream must be provided from home.
- 5.3. All fees are charged monthly in advance and must be paid within 7 days of the invoice. Invoices will be addressed to the person(s) named on the registration form. Payments should be made through your school Parentmail account or the government Tax Free Childcare scheme
- 5.4. We do except Childcare vouchers if we are registered with the company, please check with the school office.
- 5.5. Fees are due during periods of absence from nursery, including sickness and personal holidays. Cases of long term sickness will be considered by the Governors on an individual basis.
- 5.6. The nursery reserves the right to charge a rate of £5 a day (up to 5 days), for late payments after this time, children will then be excluded from nursery until payment is settled. For re-presented payments, a charge of £20 is applied. If you are having difficulty meeting your nursery payments, please talk to the office about setting up a payment plan. In this event, of invoices not being paid legal action will be taken and the costs added to the outstanding fees. Any default on payment will incur an administration fee. Accounts in debt will be informed by email and SMS text.

6. FUNDING

6.1 Under current government legislation, your child will be eligible for a grant-funded place for a maximum of five 3 hour sessions per week for up to 38 weeks each year from the term following their 3rd birthday, cut off dates are as follows:

6.2 Flexible offer in relation to 2, 3 & 4 Year Funding is set out as below:

- Children are entitled to 3 & 4 year old funding in the term following their 3rd birthday (see table above). 2 year old funding is dealt with on an individual basis

Child's birthday	When you can start claiming
1 January to 31 March	Summer Term (from 1 April)
1 April to 31 August	Autumn Term (From 1 September)
1 September to 31 December	Spring Term (From 1 January)

- Children can attend either 5 mornings, 5 afternoon or a combination of 5 sessions over mornings and afternoons under the funding.. Any additional sessions will be charged at the current session rate.
- The parents of the children who are entitled to 3 & 4 year old funding must complete the necessary paperwork which will be provided by us, and they are also required to provide proof of their child's date of birth.
- Your child is expected to attend for the hours claimed for. If your child does not attend regularly, without a valid reason, funding may be withdrawn.
- Any changes to your funded hours must be made on the correct form, please see the school office. If you are not claiming the full number of hours and wish to increase your funded hours, you can only do this from the beginning of each half term.
- If the full 15 hours are not already being claimed, we will in exceptional circumstances, claim for the lunch fees. This is on a case by case basis.
- We run 5 x 3 hour morning sessions (08.45 – 11.45), 5 x 3 hour afternoon sessions (12.15 - 15.15) plus 5 x 30 minutes lunch cover (11.45 - 12.15)
- We cannot guarantee that we will be able to provide the sessions that you request, but we will try our best to accommodate everyone's requests for funded sessions.

6.3 30 Hours Funding It is the parents responsibility to check if they are eligible for 30 hour and this can be done by visiting www.childcarechoices.gov.uk, if eligibility is confirmed you must provide the school office with your National insurance number and the eligibility code (staring 100 or 500). It is then your responsibility to check eligibility again before the expiry date of the code, which would have been given at the time of registration. Please note the 30 hours can be shared between 2 providers.

7. SICKNESS AND SPECIAL REQUIREMENTS

- 7.1. If your child becomes ill during a nursery session, a member of the nursery team will contact the parent/guardian or the emergency contact given on the registration form. Please choose your emergency contacts carefully to be sure they are likely to be available if you are not. In an emergency, we will seek medical advice. Please note that we are unable to administer non-prescription medicines. This includes calpol and other fever-reducing medicines.
- 7.2. If your child is suffering from a communicable illness, he or she should not be brought into nursery until completely better. Although your child may seem well, please consider our children with reduced immune systems and do not bring your child back until the infection is cleared – current policy is to allow 48 hours for this.
- 7.3. Please inform the nursery manager before the session start time if your child is absent through illness or any other reason.
- 7.4. Fees are due during periods of absence including sickness. Cases of long term sickness will be considered by the Governors on an individual basis.
- 7.5. We will work with parents/guardians to provide suitable food for children who have special dietary needs on medical (diagnosed in writing by a medical practitioner) or ethical grounds.

8. SAFETY

- 8.1. The nursery is based within a busy school site. Please park respectfully on the road outside the school and do not use the school car park unless agreed with the school beforehand.
- 8.2. The nursery operates a Child Protection Policy, in line with the main school policy. Copies are available on the website or from the school office.
- 8.3. **Muddy Boots Nursery is obliged to report to OFSTED/Child Protection any incident where we consider a child may be abused or neglected. This may be done without informing the parent or guardian.**

9. OTHER CONDITIONS OF PROVISION

- 9.1. Muddy Boots Nursery does not accept responsibility for accidental damage to or loss of property. The nursery does maintain those insurances required by law. Details of these are available from the office, along with copies of Employer’s Liability and Public Liability insurance policies.
- 9.2. If a member of staff, within six months of leaving employment at Muddy Boots Nursery, is employed by a parent/guardian to care for a child who was previously registered at the nursery, then the parent/guardian will be liable to pay the nursery a sum equivalent to six months salary for the employee at the time their employment with the nursery ended.
- 9.3. Your child’s encrypted personal data will be entered on our computerised system to enable efficient administration and swift access to vital information. The data is stored in the U.K. The nursery staff take photographs within the nursery to monitor your child’s progress. Sometimes, we may wish to use these photos in training and promotional material. You will be asked to complete a Photographic Consent Form to indicate if this publication is acceptable.

DECLARATION

I have read and understood the above Conditions of Provision and agree to abide by them.

Name.....

Signature.....

Date

