



TERMS AND CONDITIONS

September 2024

Brougham Street Community Nursery School
CHILDCARE

Brougham Street, Skipton, North Yorkshire BD23 2ES

Headteacher: Jonelle Yeoman NPQH

Tel.: 01609 797052

Website: www.broughamstreetcommunitynurseryschool.co.uk

Email: admin@broughamstreet.n-yorks.sch.uk

The aim of Brougham Street Community Nursery School is to provide the highest standards of quality education and childcare for families within the local community. This enables parents and families to continue with their own education, returning to work or having their child(ren) cared for in a nursery setting. Where possible the needs of all families will be taken into consideration.

We aim to work in partnership with all parents. Parents can help us in many ways, giving feedback to staff or helping out at events or on trips and outings.

These terms and conditions govern the basis on which we agree to provide childcare services to you.

Application for a Nursery Place

For funded places a place is only secured once you have paid a £50 deposit. For non funded places a place is only secured once you have paid a £100 deposit for each day that your child will attend nursery. A fully completed set of admission forms is also required. This deposit will be held by us and deducted from your final months fees. The deposit is non-refundable in the event of a partial or complete cancellation (for example you would lose the deposit for the days that are not taken).

Inclusive Practices

Within our nursery we will deal with all applications from children who have additional needs in the same way as any other applications received. Additional information may need to be obtained to ensure that we can fully meet a child's needs. On occasion we may need to ensure that support is in place prior to a child starting to ensure we can meet their needs appropriately.

1. OBLIGATIONS ON BROUGHAM STREET NURSERY SCHOOL CHILDCARE

WE WILL

- 1.1 Inform you as soon as possible whether your application for a nursery place has been successful.
- 1.2 Provide the agreed childcare facilities for your child at the agreed times (subject to any days when the nursery is closed) If we change the opening times of the nursery we will give you as much notice of our decision as possible, and if necessary work with you to agree a change to your child's hours in the nursery.
- 1.3 Try to accommodate any requests you may make for any additional sessions and/or extended hours of childcare. Please note we are not able to swap days or sessions on an Ad Hoc basis or replace sessions when your child has been absent (for example through sickness or holiday).
- 1.4 Provide you with regular verbal updates as to your child's progress through Tapestry, 2 year old checks and when your child is in Nursery School we will hold two parents evenings across the year.
- 1.5 Notify you as soon as possible of any days on which the nursery will be closed.
- 1.6 Try to make available to any of your other children a place at the same time. However we cannot guarantee that a place will be available.

2. OBLIGATIONS ON YOU

- 2.1 You must confirm with a deposit within ONE week of receiving notification that you still wish to take up the place. If you do not the offer of a place will be withdrawn.
 - 2.2 Complete and return to us medical Health details before your child can start and immediately inform us of any changes to the information provided in that health record.
 - 2.3 Complete a medicines consent form if you require our staff to administer 'prescribed' medicine to your child.
-

- 2.4 Immediately inform us if your child is suffering from any contagious disease. For the benefit of the other children in the nursery, you must not allow your child to attend if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the nursery. We follow the Health Protection Agency guidelines in requiring periods of absence from nursery for different illnesses (information available here: http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf). Your child's fees must still be paid during any absence; whether it be through illness or holidays. In exceptional circumstances such as bereavement or long-term illness of a child, it may be possible, at the governors' discretion to reduce or temporarily waive fees. Any such requests must be made in writing or in person and supported by the appropriate evidence.
- 2.5 Immediately inform us of any changes to your contact details.
- 2.6 Keep us informed as to the identity of the persons who will be collecting your child from our care. If the person collecting your child is not usually responsible for collecting them we will require proof of identity/use of password. If we are not reasonably satisfied that an individual is allowed to collect your child we will not release your child into their care.
- 2.7 Keep us informed of any domestic changes which may affect your child's emotional wellbeing (such as a bereavement, separation or a new member of the family).
- 2.8 Inform us if your child is the subject of a court order and provide us with a copy of such an order on request.
- 2.9 Immediately inform us if you are unable to collect your child from the nursery by the agreed collection time.
- 2.10 Inform us as far in advance as possible of any dates on which your child will not be attending the nursery and no later than one hour after the start of your child's session; and
- 2.11 Provide us with at least 1 month's notice of your intention to decrease the number of hours your child spends in Childcare or to withdraw your child from the nursery and end this Agreement. If insufficient notice is given you will be responsible for the full fees for your child for 1 month from the date of any change as if their hours had not decreased.
- 2.12 Pay all invoices within seven calendar days of issue and pay for each month in advance. Any financial difficulties must be discussed with the Headteacher.
- 2.13 Our preferred method of payment is directly into our bank. All payments made in cash, by cheque or card can only be accepted by the school office staff between the hours of 9.00am and 3.00pm. Room staff are not be able to accept any payments.

3.PAYMENT

1. Our fees are reviewed periodically and at least annually every April. We shall inform you of the revised amount at least 1 month before it takes effect. If you do not wish to pay the revised fee, you may end this agreement by giving us 1 months notice. Fees will rise by at least the rate of inflation every year.
 2. Fees must be paid on a monthly basis. All invoices must be settled seven calendar days following the invoice.
 3. If you have been unable to collect your child by the agreed collection time we will charge you £20 as a late collection fee. This will be added to you next invoice. If you are more than 30 minutes late in collecting your child without informing us we have a duty of care to follow Safeguarding requirements and will contact the duty Social Worker.
 4. No refund will be given, in full or in part, for non-attendance due to illness or holidays. Sessions cannot be swapped for these times or replaced.
 5. If the arrears on an account equal the deposit paid this will result in the childcare place being withdrawn.
-

TABLE OF FEES

	Session Type	Free
Baby Room 0-2 Years	Full day 8-5.30 (for non-funded places)	£79.80
	AM session 8-12.15 (for non-funded places)	£45.10
	PM session 12.15-5.30 (for non-funded places)	£55.70
	Additional 3 hours session AM/PM	£25.20
	Breakfast Club 8am-8.45am	£7.00
	Funded Breakfast Club- meal only	£0.70
	Lunchtime Club 11.45am-12.15pm	£7.00
	Funded Lunchtime-Meal only	£3.02
	Early Tea Club 3.15pm-4pm	£6.30
	Late Tea Club 3.15pm-5.30pm	£20.50
	Funded Late Tea Club-Meal Only	£1.60
Toddler Room 2-3 Years	Full day 8am-5.30pm (non-funded places)	£76.65
	AM session 8am-12.15pm (non-funded places)	£52.83
	PM session 12.15-5.30pm (non-funded places)	£52.83
	Breakfast Club 8am-8.45	£7.66
	Funded Breakfast Club-Meal Only	£0.70
	Additional 3 hour session AM/PM	£23.90
	Lunchtime Club 11.45-12.15pm	£7.00
	Funded Lunchtime Club-Meal Only	£3.02
	Early Tea Club 3.15pm-4pm	£7.08
	Late Tea Club 3.15pm-5.30pm	£23.90

	Funded Late Tea Club-Meal Only	£1.60
Nursery School 3-5 Years	Additional 3 hour session am/pm	£25.80
	Breakfast Club 8am-8.45am	£8.30
	Funded Breakfast Club-Meal Only	£0.70
	Lunchtime Club	£7.00
	Funded Lunchtime Club-Meal Only	£3.27
	Early Tea Club 3.15pm-4pm	£7.60
	Late Tea Club 3.15pm-5.30pm	£25.80
	Funded Late Tea Club-Meal Only	£1.60
Holiday Club Provision		
Baby Room 0-2 Years	Full Day 8am-5.30pm	£79.80
	Am Session 8am-12.15pm	£45.10
	PM Session 12.15pm-5.30pm	£55.70
	Shorter Day 8am-4pm	£73.50
Toddler Room 2-3 Years	Full Day 8am-5.30pm	£76.65
	AM Session 8am-12.15pm	£42.77
	Pm Session 12.15-5.30pm	£52.83
	Shorter Day 8am-4pm	£71.13
Nursery School 3-5 Years	AM Session 8am-12.15pm	£35.30
	PM Session 12.15pm-5.30pm	£39.50
	Shorter Day 9am-3pm	£46.50
	Shorter Day	£52.06

* Please note all places for holiday clubs need to be paid in full two weeks before the start of the holiday booked. All places are on a "first come / first served basis".

5. Ending Your Agreement

1. You may end this Agreement at any time, giving us at least 1 months' notice.

We may immediately end this agreement if:

1. You have an outstanding balance equivalent to your deposit
 2. You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to
 3. You behave unacceptably: we do not tolerate any physical or verbal abuse towards staff
-

4. We take the decision to permanently close the nursery. We will give you as much notice as possible of such a decision.

You may immediately end this agreement if:

5. We have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period of time after you have drawn it to our attention.

6. We suffer any event of insolvency

6. CLOSURES

1. If the nursery has to close or we take the decision to close due to events or circumstances which are outside our control (an "unforeseen closure"), we shall be under no obligation to provide alternative childcare facilities to you. If any unforeseen closure exceeds 3 consecutive days in duration (excluding any days when the nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.

2. In the unlikely event of further unforeseen closures within the same year we will follow the same policy as above and we will not refund fees for the first three days of closure.

3. Funded sessions will not be replaced and additional sessions will not be offered for any unforeseen closures that effect funded session times.

4. "Unforeseen Closure" is defined as any circumstance beyond the control of the nursery for example includes; closure through snow and inclement weather, as a result of a loss of building or services or malfunction that prevent us from operating safely, through sickness and notifiable diseases, through being unable to safely staff a room or service to legal ratio. Unforeseen closures will be notified through Tapestry and on Social Media

5. Lost sessions will not be replaced or swapped in order to compensate for a loss of service.

6. Childcare places will be available all year round apart from Planned Closures which include the days between Christmas Eve and New Year, all bank holidays, for two full days following the late August Bank Holiday for maintenance and cleaning and for one staff training day each year. We will provide as much notice as possible of our training days. When we are closed and do not offer a service, you will not be charged.

7. GENERAL

1. We have an obligation to report to Children's Services any instances where we consider a child to be at risk of harm. Although we aim to discuss all concerns with parents in the first instance, we may do so without your consent and/or without informing you.

2. If you have any concerns regarding the service we provide, please discuss these with your child's key person. If these concerns have not been resolved to your satisfaction please contact the Headteacher. Parental satisfaction is of paramount importance to us and any concern/complaints will be reported to the Governing Body for review. Our complaints policy is available on request or can be found on the website.

3. We carry a wide range of toys and equipment in our Nursery School, Toddler and Baby room. Unless we specifically request otherwise your child should not bring any of their own toys or personal belongings to nursery. If they do bring toys or personal belongings with them, we can accept no responsibility for any loss or damage to these toys.

4. From time to time we may have photographs taken of the children who attend the nursery. These photographs may be used for promotional purposes. If you do not wish your child to be included in such photographs, you should make your preferences known on our photograph consent form, which is part of your registration pack.

5. Children leaving Nursery School to attend Primary School and who attend the holiday club during the summer holiday will finish their time at the nursery on the Friday prior to the August Bank Holiday.

6. Where 30 hour extended entitlement sessions are funded through the local authority it is the parents' responsibility to register and receive the allocation code required for the nursery to offer

the place. Please note codes are required to be re-verified every three months and it is the parents' responsibility to re-validate their code regularly and record when this needs to be undertaken.

I understand and agree to the terms and conditions above.

Signed by:-.....

Date:-.....

Parent or Guardian of:-.....