

Please tell us about any allergies, special educational needs or disabilities your child may have:

Child's Nationality:

Date of Entry to UK:

Home Language:

Language spoken by child:

Child's Religion:

Conditions of Acceptance of Registration:

An administration fee of £30 is payable on registration. This does not guarantee that a place will be offered, however we will keep you informed of your place on the waiting list.

I wish to register my child at West Byfleet Nursery and enclose* my £30 administration fee.
I have read the Nursery's Terms and Conditions below and understand and agree to abide by them.

Signed:

Date:

**Payment by bank transfer can be made to Account: 41464167 Sort code: 40 46 48
alternatively please make cheques payable to West Byfleet Nursery Ltd.*

***Please return this form and your administration fee to: Admissions,
West Byfleet Nursery Ltd, Camphill Road, West Byfleet, Surrey, KT14 6EF
We can be contacted on 01932 353288 or 07934 232581 and at westbyfleetsnursery@hotmail.co.uk***

For office use:

Date received:

Admin fee: Cash/Cheque/Bank Transfer £30.00
Chq No.

Terms and Conditions - September 2017

Our core hours are, Monday to Friday 9.00 am to 12 and 12.30 to 3.30, these can be taken in the following ways:

Universal entitlement

Once your child is eligible for 15 hours universal entitlement, places are offered for 5 three hour sessions per week and can be taken as one of the following model;

- Option 1. 2.5 days A. All day Monday, all day Tuesday and Wednesday am
B. Wednesday pm, all day Thursday and all day Friday
- Option 2. Five mornings
- Option 3. Five afternoons

Where a child stays on site for the lunch club (12.00 - 12.30) a fee is payable to cover the staffing of this non funded session. There will be no charge for their first 5 three hour sessions with us unless you have previously claimed stretched funding from another provider, in this case any non-funded hours will be charged at our current hourly rate. The funded hours to which you are entitled will be determined by Surrey County Council's Free Early Education Team. The switch from stretched to term time funding can only be made at the beginning of the term following your child's next birthday.

You may choose to split your hours with another childcare provider however if you are sharing the funding with another setting on a stretched basis it is unlikely that you will be able to claim your full entitlement

30 Hours entitlement

From September 2017 some families may be eligible for 30 hours of childcare.

West Byfleet Nursery will be offering these families a limited number of 30 hour places on a first come first serve basis.

If you would like to take your 30 hours with us we would require a minimum commitment of 24 hours (4 days) per week.

These funded hours are offered across our core 30 hours (9.00 - 12.00 and 12.30 - 3.30).

Where a child stays on site for the lunch club (12.00 - 12.30) a fee is payable to cover the staffing of this non-funded period.

If you are claiming the 30 hours entitlement and lose your eligibility your funding will continue until the end of the current grace period as determined by the DfE. Thereafter West Byfleet Nursery will endeavour to honour your child's entitlement to the 15 universal hours however the sessions offered will be determined by the nursery based on current availability. If your funding is split between settings the split of universal hours must be agreed between yourself and both settings involved. If we are unable to contact you during the grace period to finalise these details your child's place with us will be withdrawn completely once this period ends.

Paid Sessions

These sessions can be taken in conjunction with the funded entitlements or in the term in which the child's 3rd birthday falls, before their entitlement starts. Current session rates are available from the office and are published on our website.

All sessions are subject to availability.

Extended nursery hours

These are optional paid hours which can be taken should you wish to extend your nursery day.

Our early morning session.

There are two options each morning;

- Option A

This session runs from 8 am until 9am and includes breakfast (choice of cereal, fruit and toast). This session must be pre-booked, either by term, for regular attendance, or by midday of the day preceding the session required for an ad hoc booking. Regular bookings will be included in the terms invoice, ad hoc bookings will be pay as you go.

- Option B

For those wishing to start at 8.30, this session can be pre-booked or taken on a turn up and pay basis. Regular bookings will be included in the terms invoice.

At the end of the day

We also offer the option to pick up your child at 4pm rather than 3.30pm. As before this additional half hour session must be pre-booked. This can be done by term or on an ad hoc basis. Bookings must be made before midday on the day to ensure we have staff available to care for your child.

Please note; any parent who picks up after 3.30, without having pre-booked the session, will be subject to our normal late collection fine of £15 per 15 minutes or part thereof, as set out below.

General Terms and Conditions

Fees

- Early mornings, lunch club and 4 o'clock pickup are not covered by funding and are therefore chargeable sessions.
- Any hours taken in excess of your child's funded entitlement will be charged at our current published rates and invoiced before the beginning of term.
- All fees are payable in advance, on or before the first day of term.
- West Byfleet Nursery Ltd reserves the right to exclude a child as a result of payment arrears. Any ad hoc sessions agreed will be invoiced when taken.
- Fees are payable during periods of absence including family holidays and sickness.

Food

- Other than in Option A of our extended nursery hours, food is **not** included; please provide a packed lunch and snacks where appropriate.
- Lunch and snacks should ideally be balanced and healthy.
- To minimise the risk of allergic reactions in children we are an **egg and nut free setting**. Your child will not be permitted to consume any products containing nuts or egg on the premises. Eggs in baked goods such as cakes are acceptable however items such as egg mayonnaise sandwiches and scotch eggs are not.

Absence from nursery

- Poor attendance and holiday absences in excess of two weeks may result in the loss of funded entitlements, in which case full fees will become payable.
- Notification of holiday absence **must** be made in writing by email or using our holiday form. Notification should be in advance and a return date must be given to comply with free entitlement rules and to ensure that you do not lose your funding.
- If your child is sick or not attending nursery for any reason please telephone us on 01932 353288 or 07934 232581 to let us know.

Please see our Illness and Injury policy, available on our website or in the office, for details of the nursery's sickness exclusion periods.

Early drop off and late collection

- Children cannot be accepted earlier or collected later than their agreed hours.
- If early drop off or late collection is required please book your child into the appropriate extended hours session, for which a reasonable fee will be payable.
- When a child is collected after their agreed time a late collection charge of **£15** will be made for every 15 minutes late or part thereof.

Collection

- At the end of your child's day with us they must be collected by an adult.
- The nursery will not allow any child to be handed over to anyone under the age of 18.

Updating information

- Please notify us of any changes to addresses, email addresses, contact numbers as soon as possible.
- Please also notify us of any changes in family circumstances which may affect your child. This will enable us to support them appropriately during their time with us.

Amendment of sessions

- Changes to the sessions children attend in the current term will be subject to an administration fee of £15 for each change made.
- Requests for alterations for the following term will not be subject to this charge.

Notice Period

- A minimum of one terms notice, in writing, must be given when withdrawing a child.
- Notice will be accepted for the end of the current term if notice is received before half term.
- As local authority funding stops immediately if a child leaves prior to the end of term, fees will be payable for the unfunded period.
- A full terms fees may be payable should less notice be given.

Policies and Procedures

- Our policies and procedures are available in full on the nursery website www.westbyfleetnursery.co.uk and can also be viewed in the office.
- Paper copies are available on request.

Delayed School Entry

Children become eligible for a place in an Infant School Reception class in the September following their 4th birthday. As stated in the Department of Education's Advice on Admission of Summer Born Children (December 2014), parents of Summer born children have the option (with the schools agreement) to delay entry to primary school for one or two terms or until their compulsory school age. These children are eligible for Free Early Education until they reach compulsory school age. However due to the high demand for pre-school places West Byfleet Nursery regrets that it is unable to offer places to children once they are eligible for a place in a reception class.