



## West Byfleet Nursery Terms and Conditions

Our core hours are, Monday to Friday 9.30 am to 12.30 and 12.30 to 3.30, these can be taken in the following ways:  
Please note, we only take children in the term that they turn 3 years old.

### 3- and 4-year-old Universal funding entitlement

In the term following their 3rd birthday your child will be eligible for 15 hours universal entitlement; this is offered as 5 three-hour sessions per week and can be taken as either 5 mornings, 5 afternoons, two and a half days, or any combination of sessions you may require, across our core hours (9.30 – 12.30 and 12.30 – 3.30). All sessions are subject to availability.

You may choose to split your hours with another childcare provider, however if you are sharing the funding with another setting it could affect the ability to claim your full entitlement. 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 Early Education Team.

Please refer to our website for full information on claiming funded hours and the SCC provider agreement.

### 2-, 3- and 4-year-old Working Families 30 Hours Funded entitlement

Some working families may be eligible for 30 hours of funded childcare. Eligibility for this is determined by HMRC; please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for full information.

We offer families with a valid eligibility code up to 30 funded hours across our core hours (9.30 - 12.30 and 12.30 - 3.30).

If you are claiming the 30-hours funded 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 in the term following their third birthday and thereafter. However, the sessions offered will be determined by the Nursery based on current availability.

If your funding is split between settings, the split of 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 If we are unable to contact you during the grace period to finalise these details, your child's place with us will be withdrawn completely once their grace period ends.

### Paid Sessions

These sessions can be taken from the term in which the child's 3rd birthday falls, in conjunction with any funded entitlement. Current session rates are available from the office and are published on our website. Paid sessions are invoiced on a half termly basis at the beginning of each half term. Payment terms are 30 days.

Ad-hoc sessions taken during a half term will be included in the next scheduled invoice. All sessions are subject to availability.

### Extended nursery hours

These are optional paid wraparound sessions which can be taken, should you wish to extend your child's nursery day.

#### Our early morning session.

There are two options each morning:

- Breakfast Club

This session runs from 8am until 9.30am and includes breakfast (choice of cereals). 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.

- Bright and Breezy

For those wishing to start at 8.45am until 9.30am, this session can be pre-booked or taken on a pay as you go basis.

#### At the end of the day

We also offer the option to pick up your child at 4.15pm or 6pm rather than 3.30pm. These additional sessions 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. A healthy tea will be provided during our 6pm sessions.

Please note: 6pm pick up - Penguins will not run on the last day of each of the three terms (Autumn, Spring and Summer)

NB: Two year olds starting with us will not be able to attend Penguins (6pm pick up) until they turn 3 years old.

*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.*

**These terms and conditions may be subject to change after any update of the SCC Provider Agreement.**

### General T's and C's:

#### Fees

- Early mornings, 4.15pm and 6pm pickups 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 at the beginning of each half term.
- Fees are invoiced at the beginning of each half term, i.e., six times per year, all fees are payable within 30 days of the invoice date. Any additional sessions taken, uniform or extras purchased will be added to the following half terms invoice.
- All fees are payable during periods of absence including family holidays and sickness.

- West Byfleet Nursery Ltd reserves the right to exclude a child as a result of payment arrears.

#### Food

- Other than at Breakfast Club and Penguins 6pm pick up, food is **not** included; please provide a healthy packed lunch and snacks (one per three-hour session) where appropriate.
- Lunch and snacks should ideally be balanced and healthy, please see our brochure for lunch box ideas.
- Lunch will start from 12.30pm for those attending a full day, children leaving at 12.30pm will not require a packed lunch.
- 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 site. Eggs in baked goods such as cakes are acceptable however items such as egg mayonnaise sandwiches, scotch eggs or quiche are not.

#### Absence from nursery

- Poor attendance and holiday absences of more than two weeks may result in the loss of funding entitlement, in which case full fees will become payable.
- Notification of holiday absence must be made in writing, by email. Notification should be in advance, and a return date must be given to comply with funding entitlement rules so that funding will not be lost.
- If your child is sick or not attending nursery for **any** reason please notify us by telephone, on 01932 353288, 07934 232581, or email westbyfleetnursery@hotmail.co.uk.
- Please ensure to update us every 48 hours on your child's progress if they are unwell.

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

#### Early drop off and late collection

- Children cannot be accepted earlier or collected later than their previously agreed hours unless dropped off at 8.45am for an ad hoc Bright and Breezy session (fee payable).
- If early drop off or late collection is required, please book your child into the appropriate extended hours session, for which a 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

- Requests for changes to the session's children attend should be made as far in advance as possible and are subject to availability.
- West Byfleet Nursery are unable to swap one off funded sessions.

#### 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 it is received before the half term break.
- Local authority funding stops immediately a child leaves, prior to the end of term, in which case fees may 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 our website [www.westbyfleetnursery.co.uk](http://www.westbyfleetnursery.co.uk)
- Paper copies can be supplied 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 Summer Born Children Starting School: Advice for Parents April 2023. Parents of Summer born children have the option (with the school's agreement) to delay entry to primary school for one or two terms or until they reach compulsory school age. These children are eligible for Funded Entitlement 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.