



## West Byfleet Nursery Terms and Conditions

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

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. All sessions are subject to availability.

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 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.

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

### 30 Hours entitlement

Some 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 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 from the term in which the child's 3rd birthday falls, or in conjunction with funded entitlements. 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 hours 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 8 am until 9am 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 8.30, 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 4pm or 6pm rather than 3.30pm. These additional sessions must be pre-booked. This can be done by term or on a pay as you go basis. Bookings must be made before midday on the day to ensure we have staff available to care for your child. A healthy snack will be provided during our 6pm sessions.

*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 Terms and Conditions

#### Fees

- Early mornings, lunch club and 4 o'clock and 6 o'clock 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, or uniform purchased will be added to the following half term's charges.
- 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 6 o'clock pick up, food is **not** included; please provide a 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.
- 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 and scotch eggs or quiche are not.

#### Absence from nursery

- Poor attendance and holiday absences 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 or using our holiday form. Notification should be in advance and a return date must be given to comply with free 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 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 8.30 am 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

- Changes to the session's children attend in the current term are 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.
- 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 half term.
- Local authority funding stops immediately a child leaves, prior to the end of term, in which case 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 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 Advice on Admission of Summer Born Children (December 2014), 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 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.