



West Byfleet Nursery Terms and Conditions

We are a term-time only nursery, who accept children from 2 years and 4 months old until they are at school age. Our core hours are, Monday to Friday 9am to 12pm and 12pm to 3pm. There are three academic terms, September – December, January – March and April – August. We close for Bank Holidays, half and end of term holidays.

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 (9am – 12pm and 12pm – 3pm). 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 <https://www.beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support> for full information.

We offer families with a valid eligibility code up to 30 funded hours across our core hours (9am – 12pm and 12pm – 3pm).

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 If we are unable to contact you during the grace period to finalise these details, your child's place with us will be withdrawn completely once their grace period ends.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 when the child turns 2 years and 4 months old, in conjunction with any funded entitlement. Current session rates are available from the office and are published on our website. Due to staffing ratios, we charge a different amount for two-year-olds and three-year-olds. The charge for three-year-olds begins from the term following the child's third birthday. 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.

Breakfast Club

This session runs from 8am until 9am and includes breakfast (choice of cereals and fresh fruit). These sessions 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. This is to ensure we have staff available to care for your child.

Penguins Club

This session runs from 3pm – 6pm and includes a variety of healthy hot and cold snacks. These sessions 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. This is to ensure we have staff available to care for your child.

Please note: Penguins Club will not run on the last day of each of the three terms (Autumn, Spring and Summer)

Please note: We have limited availability for two-year-olds to attend Penguins Club due to staffing ratios.

Please note: any parent who picks up after 12pm or 3pm, without having pre-booked additional sessions, 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.

Consumables Charge

Please note that government funding is not intended to cover the full cost of childcare. For those accessing funded sessions, there is an additional consumables charge contribution*. The consumables contribution is £5 per full day (9am – 3pm) and £2.50 per half day (9am – 12pm or 12pm – 3pm) per child. The consumables contribution will be applied at the beginning of each half term and included on your half termly invoice.

The consumables charge contribution includes, but is not limited to:

Personal care – nappies, wipes, nappy cream, toiletries, handwash, tissues, paper towels, clinical waste, sunscreen, first aid supplies

Food – morning and afternoon session snack of fruit, vegetables, crackers, breadsticks

IT – access to the online child development journal, Tapestry

Extra-curricular activities – visits from a therapy pony, duck hatching, caterpillar/butterfly kits, food tasting, biscuit decorating, end of term games and gifts

You are entitled to opt out of the additional consumables charge contribution, if you would like to do so, we can provide a list of items your child will need to bring with them to nursery every day. Please make sure you let a member of the office know if you would like to opt out before the end of the current half term, and changes will be in effect from the next half term.

**Families claiming Early Learning for 2-Year-Olds Funding (previously known as FEET) or Early Years Pupil Premium (EYPP) will not be asked to pay a consumables charge contribution.*

General T's and C's:

Admissions

- The nursery accepts admissions for children from the age of 2 years and 4 months until school age. All places are subject to availability and following a successful home visit from nursery staff.
- Following a home visit, the nursery will contact you via email confirming whether we are able to offer your child a place with us. You will need to accept the offer before the given deadline to secure your child's place.

Fees

- Breakfast Club and Penguins Club 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.
- Due to staffing ratios, there is a different charge for 2-year-olds and 3-year-olds. You will be charged the 3-year-old rate from the term following the child's third birthday.
- 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.
- Invoices left unpaid after 30 days will incur a £25 late payment fee.
- West Byfleet Nursery Ltd reserves the right to exclude a child as a result of payment arrears.

Food

- Lunch is **not** included; please provide a healthy packed lunch for children when attending full day or afternoon sessions.
- Lunch should ideally be balanced and healthy, please see our brochure for lunch box ideas.
- Lunch will start from 12pm for those attending a full day, children leaving at 12pm will not require a packed lunch.
- To minimise the risk of allergic reactions in children we are an **egg, sesame and nut free setting**. Your child will not be permitted to consume any products containing nuts, sesame 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. Nut bars, spreads and pastes are not acceptable, this includes chocolate with hazelnut fillings. Items containing sesame, such as humous, seeded bread and breadsticks are not acceptable.

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.
- 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.
- Once your child starts at West Byfleet Nursery, their funding will remain at the Nursery until the end of that term and cannot be transferred to any other setting until the following term.
- 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
- 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.

September 2026

