Head Teacher: Mrs A Sherratt

Tutbury Road,, Burton-on-Trent DE13 0AJ
Tel: 01283 247560 Email: office@st-modwens.staffs.sch.uk
www.st-modwens.staffs.sch.uk

Nursery Parent Contract – Terms and Conditions

1. Hours of Operation: St Modwen's Nursery Provision operates Term- Time Only.

We will be closed on all Statutory Holidays, School Holidays and Five Inset Staff Training days per year. For parents paying for the additional afternoon Top-up nursery sessions, no Top-up fees will be charged during these periods.

2. Early Years Free Entitlement

Early Years 15 Hours Free Entitlement. This is the statutory entitlement for all children in England of 570 free hours per year which is offered as 15 hours a week for 38 weeks of the year during term-time from the term after your child's 3rd Birthday. **Early Years 15 hours Free Entitlement sessions are offered Monday – Friday, 9.00am to 12noon or 12noon to 3.00pm, term-time only**.

Early Years 30 Hours Free Entitlement. From September 2017, working parents may be eligible for 30 hours free childcare a week for 38 weeks (1,140 hours per year) of the year during term-time from the term after your child's 3rd Birthday. **Early Years 30 hours Free Entitlement sessions are offered Monday – Friday, 9.00am to 3.00pm, term-time only.**

Top-Up afternoon sessions. Parent who are not eligible for the Early Years 30 Hours Free Entitlement can opt to pay for Top-up afternoon sessions and purchase a lunch per day or provide your child with either a healthy packed lunch. Charges will be reviewed annually during Summer Term and published on school website.

3. School Dinners – 30 hours eligibility code only

If your child is entitled to the 30 Hours Free Entitlement **(you have an eligibility code)** you will need to provide your child with either a healthy packed lunch or purchase a school dinner.

4. Information

It is critical that the School has accurate information on all children. All changes to phone numbers, address, emergency contacts, medical conditions etc. must be notified, preferably in writing as soon as possible.

While in school your child's progress will be observed and recorded. We store this information in a confidential way, parents and carers of the child can have a continuous access to it. On occasions, this information must be shared with other relevant professionals. We do this in line with our Data Protection Policy and Safeguarding Policy.

Parental Responsibility: It is a legal requirement that the school has sight of each child's birth certificate when enrolling your child. Parents named on the certificate have legal shared parental responsibility for the named child. If either named parent wishes to visit the nursery or collect their child they are entitled to do so, unless a legal document or procedure states otherwise.

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Registration will be complete, and your child's nursery place will commence once all the paperwork is completed and returned to the office. Prior to the start date of your child's Nursery place, we must receive the completed admissions pack.

Safeguarding Children: St Modwen's and all our staff have a commitment to keeping children safe from harm. Robust policies and procedures are in place to ensure this is maintained. If we have any concerns about your child's welfare these will be discussed with you in the first instance, a way forward would then be established in accordance with Local Safeguarding Children guidelines. In cases of serious concern, we have a duty of care to the children and would contact Social Care for support and advice. We endeavour to work with all families to ensure they are supported in meeting their children's needs.

I agree to complete all Registration paperwork prior to my child's commencement at school.

I agree to inform the School of changes in information required.

I agree for relevant information to be stored and shared.

5. Illness Policy

If your child is absent from school please inform the school office on the first morning of absence by 9.30am. If your child has sickness or diarrhoea, then you must keep your child at home for **48 hours after the last episode**. If your child is poorly in school we will always ring the adults on the contact list you have provided so you can collect your child and take them home.

If your child has a medical appointment, such as a doctor or dentist then school will ask you to present an appointment card or authorise letter to the office do that your child's absence can be authorised.

Medicines will only be administrated in school if it would be detrimental to a child's health or attendance not to do so.

All medicines need to be specifically prescribed and dispensed by a pharmacist, clearly labelled with the child's name, within date, in the original container and come with instructions on administration, dosage and storage. All medicine will be securely stored with school and records kept of any medicines administrated. Parents will also be kept fully informed of medicines administrated.

Written consent (Medical Consent Form) from parents will be required before any medicines are administrated except in exceptional emergency situations.

The Governors, in line with their safeguarding duties must also ensure that pupils' health is not put unnecessarily at risk by being in school, for example infectious diseases and therefore delegates this responsibility to the discretion of the Headteacher not to accept a pupil into school at times where it would have a detrimental impact on the health of a child or others to do so.

I agree to request and complete a Medical Consent form when required and to comply with St Modwen's Primary School's Health and Safety Policy.

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6. Toileting

We do expect that children will be fully toilet trained upon entry to nursery, being able to manage personal skills such as wiping themselves. Please let us know if your child experiences difficulties in this area i.e. is in nappies or is not fully continent and we will work with you to support this process.

It is important that you share with us the toilet training routines that you use at home, so that we can follow these through in school. We will support your child in developing their personal care skills.

7. Payment of Fees

Nursery Top-up fees, are based on 5 additional fee paying sessions per week, therefore parents are responsible for fees whether your child attends or not. (This includes sick days and holidays booked and taken during term-time). Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. Extra hours/days are billed at the session rate and need a month's notice to cancel.

Parents are required to pay for all services i.e. Top-up Nursery Sessions, provided by the school **one month in advance** by making an online payment to their child's account on the Arbor system. Please reference Charging and Remissions Policy and Debt Recovery Policy both available from our website or school office.

Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. We require payment to terms. Payment must be made on time, in full, and without any deduction, set off or counterclaim. Please reference Debt Recovery Policy.

No fees will be charged for school chargeable services where the school give notice to parents/carers to cancel the provision i.e. Inset days, Bank Holidays, School Holiday periods or where the school is forced to close due to extenuating services.

I agree to comply with St Modwen's Catholic Primary's Payment Procedures.

8 Late Arrival/Pick up Policy

If a different adult is to collect your child from nursery, then the nursery must be informed in advance, otherwise for safety reasons your child will stay in nursery until we have obtained your permission. You can inform us verbally at the beginning of the day, via your child's journal or a quick phone call to nursery. Parents are asked to wait at the nursery entrance at the end of the day and children will then need to be collected from the nursery door at 12 noon or 3pm depending on the offered session. If you wish to speak to us after nursery, please allow us time to ensure all the children have safely been sent to their relevant family members.

When delivering my child to nursery, I agree to pass the care of my child to a specific member of staff.

I agree to notify the nursery of any changes in who will be collecting my child and to collect my child promptly at the end of the session.

I agree to pay any fees/charges incurred as a result of late collection.

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9. Termination/Withdrawal or amendment of care and learning

We require one month's written notice if terminating a childcare agreement with the school.

Parents agree that a minimum notice of one full month (notice to given in writing) will be given for permanent withdrawal of or reducing hours of any child from care or agree to pay one month's fee in lieu. The responsibility is of the parents to ensure that the notice has been received by the office. No exceptions will be made.

Children, who miss consecutive fee-paying sessions over a period of two weeks WITHOUT NOTIFYING the school, will be assumed to no longer require the place, and the childcare agreement will be cancelled. Written confirmation will be issued.

I agree to provide one month's written notice if terminating or amending a childcare agreement within the school.

10. Health & Safety

Any health & safety queries please forward them the Health and Safety Officer/Head Teacher. We would ask all parents to make sure gates and doors are closed when entering or leaving the building and that they are mindful of little fingers. If the school has to close due to any extenuating circumstances i.e. health & safety or illness reasons including bad weather, fees will **not** be chargeable during the period closed.