

NURSERY TERMS AND CONDITIONS

Kings Furlong Infants School & Nursery
 Upper Chestnut Drive
 Basingstoke
 RG21 8YJ
 01256 327024
Nursery.kfis@sfet.org.uk
 DfE Number: 151167

The aim of these terms and conditions is to ensure that our parents and carers fully understand the framework within which we operate. Please take time to read the following pages as it will help us provide and maintain the highest standards of care for your child.

The terms and conditions detailed in this document represent the key elements of our booking agreement. Parents/carers are also recommended to read our policies, and procedures that you can obtain from the school office or from our website www.kingsfurlonginfantschool.co.uk

Your acceptance of our terms is initiated at the point of the booking and registration stage. We work in partnership with our parents and carers so please don't hesitate to let us know if you wish to discuss the terms further.

Kings Furlong Nursery School aims to:

Provide a secure, safe, and happy environment where we can work together with parents to provide the best possible start for children.

Together we can make the children's experience a full and exciting one so that they can develop their personalities and talents to:

- Become happy and confident individuals with a secure foundation in learning that will last throughout their lives.
- Develop lively and enquiring minds by acquiring knowledge and understanding.
- Make sense of the world in which we live with respect for other individuals, groups, and cultures.

The staff who work at our setting are:

Mrs Lauren Herring	Headteacher
Mark Emery	Nursery Manager
Kathleen Neale	Learning Support Assistant
Tracey Stanley	Learning Support Assistant
Joanna Mielnik	Learning Support Assistant

Kings Furlong Infants School Nursery Hours are:

Morning Session Core hours	9:00am - 12:00pm
Afternoon Session Core hours	12:00pm - 3:00pm
Full Day Core hours	9:00am - 3:00pm children can either bring a home packed lunch or have school dinners at an additional cost.
<i>Additional hours</i> (Chargeable at £5 per half hour)	8.30 – 9.00 3.00 – 3.30

Funding can only be used during core hours.

Booking & Registration

- To confirm a booking all parents/carers must complete a registration form which can be obtained from the school website.
- The Booking is not confirmed until the relevant registration form has been completed and signed and the school has a copy of your child's birth certificate.
- We do not charge a registration fee.
- *Changes to bookings after the start date:* Swapping or increasing sessions must be put in writing and if we are not able to accommodate these changes, we will put you on a waiting list.
- Nursery requires a terms notice to cancel sessions and a month's notice to change any sessions.

Funding & Fees

- All children are entitled to 15, or in some circumstances 30, Nursery hours funded by the government each week; however, children will be required to attend a minimum of 18hrs a week at Kings Furlong, at an additional charge of £6.00 per hour. This fee is non-negotiable. For children who stay for the whole day and over the lunch period, the charge for a cooked meal will be £3.00. Alternatively, children can bring a **nut free** packed lunch.
- Children will receive government funding the term after their third birthday. If you wish your child to start the nursery provision before this the hourly fee is payable monthly in advance, with a minimum booking of 9 hours per week.
- We are registered with the government tax-free childcare scheme. Please contact the school office should you require any further information on this scheme.
- All fees are payable in advance via ScoPay. Fees are calculated on a monthly basis and are due before 1st of each month.

- If there are any outstanding fees at any time, the Nursery reserves the right to immediately cease childcare services for the child until the position is rectified.
- The Nursery is term time only and is not open Bank holidays and public holidays.
- We are unable to refund fees for sessions missed due to illness, absence, or holidays. This is including booked lunches.
- In order to maintain education standards, there is a minimum booking commitment of 18hrs in the Nursery and all hours over and above the Government funded hours are charged at £6.00 per hour.
- Fees are reviewed annually, and parents/carers will be notified of any increase prior to the start of the academic term (from September).
- Additional charges

School Dinner	£3.00
Additional Hours	£6.00 per hour
Consumable Costs	£2.00 a session
Nappies	£2 a day
Additional Educational provision cost	£25 per term

- Consumable costs
 - In order to help us cover the costs of running the nursery, parents are expected to pay consumable costs of £2.00 a session, (AM and PM), £4 a day. These costs include:
 - Fruit
 - Milk
 - Snacks
 - Hygiene Needs (Soap/ hand wipes)
 - Medication
 - Sun Cream
 - Wet Weather clothing including wellies.
 - You do not have to pay these consumable costs, but you must provide your child with a suitable snack, drink, first aid, medication, toileting essentials for every session. Should you not, then there will be a charge added to your invoice.
 - If your child is in nappies there will be a further charge £2 a day in order to cover the cost of nappies, wipes, bags and disposal of these.
- Additional Educational Provision Cost
 - There will be an additional charge of £25 at the start of each term to cover the costs of the additional educational provision we offer. These include, but are not limited to;

- Trips and/ or activities from outside providers.
 - Woodland School
 - Music
 - Cookery
 - Sensory play
- Late Collection Fee
 - Your child **must** be dropped off and collected promptly; If you are late collecting your child a £5 charge will be added to your invoice. If you are more than 30 minutes late collecting, this is deemed as a safeguarding issue and Children's Services may be contacted.
- The Government has introduced 30hrs funding for children in Nursery for working families who meet the eligibility criteria. Kings Furlong Infants School & Nursery will be offering a limited number of 30hr funded places at our Nursery to support this scheme.

Eligibility rules for 30 hours free childcare are as follows:

- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You live in England.

Termination of childcare services

- The Nursery requires a term's notice when removing a child from Kings Furlong Infants School Nursery or a term's fees in lieu of notice.

Health & Safety

- If your child has any infectious illness, then please keep them away from nursery for the relevant incubation period and let the School Office know. **Please do not bring your child to nursery if they have any of the following: Temperature, sickness and diarrhoea. Children with temperatures, sickness and diarrhoea must be clear of symptoms for at least 48 hours before they return.**
- The nursery cannot administer any medicine to a child unless prescribed by a doctor or in the case of an emergency if written consent by the parent has been given. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the School Office and to sign the necessary form of consent. The prescribed medicine should be clearly labelled with your child's name, and we will require written instructions and authorisation for usage.
- All children are required to wear a Kings Furlong Infants School & Nursery jumper, which can be ordered through Skoolkit.

- Parents must inform the Nursery of any allergies or special dietary requirements in writing on the form provided in your welcome pack.
- *Changes in collection:* If your child is going to be collected by someone other than yourself the School Office will require prior notification.
- Under no circumstances will the child be allowed to leave the Nursery with anyone other than the authorised person unless the parent/carer has previously arranged this.
- Copies of the current employer's liability and public liability insurance policies are available upon request.

Security and publicity

- As part of our EYFS curriculum we regularly photograph and sometimes video the children taking part in their activities. We may use the pictures in school publications, such as on our website. To comply with the General Data Protection Regulations 2018, we need your permission before we use any photographs we have taken. Consent for your child's image to be used in these circumstances can be given in the nursery new starter pack. You may withdraw your consent at anytime by contacting the school office.
- To enable parents/carers to keep track of your child's learning within the Early Years Foundation Stage and to record the activities your child has taken part in, Kings Furlong Infants School & Nursery uses a digital learning journal – Tapestry. This learning journal is stored digitally and gives parents/carers the opportunity to access their child's work and read about the activities and learning they have been taking part in, from home. For us to arrange this access we will use your email address.
- The General Data Protection Regulation (GDPR) is the regulation which gives more control to individuals about the data held on them, and more responsibilities to the organisations which collect and hold data. Please see our privacy notice on how we use your data.
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Please complete the form in the link below, to agree to these terms and conditions

<https://forms.office.com/e/fx1MkRX2Ha>

If you have any difficulty fulfilling any of the conditions of this agreement please contact the School Office as soon as possible on 01256 327024 or nursery.kfis@sfet.org.uk