



Arlesdene

Nursery School and Pre-school

Terms and Conditions

July 2019

TERMS AND CONDITIONS
Arlesdene Nursery School and Pre-school

Policy Review

These terms and conditions will be reviewed in full by the Governing Body no less than 24 months.

The terms and conditions were last reviewed and agreed by the Governing Body on 2nd July 2019.

It is due for review on 1st July 2021 (up to 24 months from the above date).

The terms and conditions detailed in this document represent the key elements of our pre-school, additional and lunch club sessions. However, as you can appreciate there is a significant amount of day-to-day detail which cannot be reasonably contained in one document. Consequently, you can find supplementary information on our website.

Arlesdene Nursery & Pre-School reserves the right to amend the Terms and Conditions including the fees at any time.

Signature Date

Head Teacher

Signature Date

Chair of Governors

Arlesdene Nursery & Pre-School - Terms and Conditions

1. Funding for Two Year Olds:

1.1 Some two year olds are able to access free early education in our Pre-school for up to 15 hours per week - 38 weeks per year. This funding is only available the term after their second birthday. To find out if you are eligible for this funding please check www.hertsdirect.org/parents.

2. Funding for Three and Four Year Olds:

2.1 All three and four year olds are entitled to 15 hours of government funded free early education for 38 weeks of the year. This applies from the term following their third birthday and until they reach compulsory school age (the term following their fifth birthday).

2.2 Parents who do not take up their full 15 hours of education should be aware that additional hours **may not be available** should they wish to increase their child's hours at a future date. Parents have to complete a 'Parent Declaration Form' at the beginning of each term detailing how many hours education their child is accessing.

3. Pre-School and Nursery school:

3.1 Breakfast club will start at 8.00am, morning sessions run from 8:45-11:45 and our afternoon sessions from 12:30-15:30, term time only.

3.2 All Pre-school children must be registered for a minimum of two sessions per week. There will be **no charge** for the stay & play and the first settling in session.

4. Deposit Fee for Paying Places in Pre-school:

4.1 In Pre-School, a deposit fee of £30 must be paid when the place is accepted. This will be the term before their start date. The deposit will be refunded to you in your first invoice.

4.2 If your child receives two or three year old funding a deposit is not required. However, if you are eligible for funding then you will have to provide us with your funding number the term before their start date.

5. Additional sessions:

5.1 Parents can choose to purchase additional 3 hour sessions to top up the 15 hour free entitlement if they wish (subject to availability).

5.2 Breakfast club will start at 8.00am daily at a cost of £5.00 per day. It is important to note that the breakfast club is a parent funded service and parents/carers cannot not use the 15 or 30 hours entitlement towards it.

5.3 Parents can choose to send their child to Lunch Club between 11.45am-12.30pm at a

cost of £5.00 per session. There is usually a waiting list for lunch club and full time children have priority.

5.4 Children who stay for lunch will need to bring a healthy packed lunch from home that is clearly named. Please do not send in nuts or products containing nuts due to allergies and please do not send in sweets. The children do not require excessive amounts of food; a sensible amount is all that is required.

5.5 Additional 'one off' sessions can be requested and are subject to availability. If we can accommodate an extra session then this will be confirmed in writing and must be paid for in advance of the session.

6. Fees:

6.1 Details of all our fees can be found on our website.

6.2 The first invoice will be issued prior to your child's start date. The first instalment must be paid in full before your child's first session.

6.3 Invoices are sent monthly based on the number of weeks in the term and excluding school holidays and must be paid by the 1st of each month.

6.4 Payments must be made directly into the School's bank account:

Account: Arlesdene Nursery School **Sort code:** 20-17-68, **Account number:** 93364798.

6.5 Full fees are payable for all holidays taken during term time, illnesses, absences and any unforeseen closures such as severe weather conditions or other acts of natural disaster.

6.6 A full fee will be charged whether or not your child attends the full session.

6.7 Fees are reviewed annually. If there is an increase in fees we will normally give a terms notice, but the right is reserved to increase fees at any time without notice and without any of the Terms and Conditions being affected.

7. Late Payments:

7.1 If fees are not paid before the beginning of each month a reminder letter will be sent within the first 5 days. Should the monthly payment remain unpaid 48 hours after the reminder letter has been sent, then we regret that your child will not be able to access any sessions that you are charged for until the balance has been cleared.

7.2 As stated in our **Charging, Remissions and Debt Recovery** policy, unpaid fees will be passed to Serco Debt Recovery at Hertfordshire County Council.

8. Change in Sessions or Lunch Club:

8.1 We require four weeks written notice for any decrease in sessions or withdrawal of a child.

8.2 Any changes must be in writing, this includes Breakfast and Lunch Club.

8.3 An increase or change in sessions must be applied for using our 'Change of Session Request' form. Such requests are subject to availability and prioritised by the date of the application.

9 Collection:

9.1 Parents/Carers are expected to collect their child on time. If a parent is delayed they should telephone the School on 01992 626879, giving an expected time of arrival.

9.2 Please notify a member of staff if someone different is collecting your child. There is a password system in operation. Parents should collect their child promptly at the end of each session. In the case of a child not being collected on time the procedure outlined in our Uncollected Children policy will be followed.

10. Late Collection Charges:

10.1 Late collection will be charged at £5.00 per child for every 15 minutes or part thereof.

11. Closures:

11.1 The Pre-school and Nursery School are open during school term time except for five staff training days and one Occasional day. The school will often close earlier on the last day of each term. Please see the term dates for the closures.

We/I have read and understood the terms and conditions of this agreement and agree to comply with them. (please tick)

Child's Name:	
Child's DOB:	
Home Address:	
Contact telephone Number:	
Parent/Carers' Name:	
Parent/Carers' Signature	
Date:	

<i>Office use only</i>	
Received on:	
Deposit required (Yes/No):	
Deposit received on:	
Signature:	
Date:	

Please return to the school office