

The Fields Nursey School
Terms & Conditions
(Effective from 1st September 2020)



Welcome to The Fields Nursery School

At the Fields, we comply with national and local legislation in order to provide high quality education and care to all children. This document outlines the terms, conditions and fees for our services to families who use the School.

Security

To support the safety of our children all staff employed by us have pass through the relevant DBS checks. All policies and procedures are available on request, you can also find them on our web site www.thefields.cambs.sch.uk.

Once your application for additional childcare has been process, you will be issued with a key fob to enter the building, this is a refundable charge of £6.00 for each key fob issued. When you enter the building it is important that you don't let anyone through an area if you are not sure who they are.

While the Fields has measures in place to ensure the security of children and staff using the Nursery, it is the responsibility of parents to ensure that passwords and any other information are only divulged to those authorised to receive it.

If another person is to collect your child, please always inform us, preferably when you bring your child to Nursery. If for reasons beyond your control you cannot, and you need to telephone, we will need identification of the person collecting (such as your child's password). Our staff have instructions not to release children, other than the usual parent/carer(s), without authority and identification. If you have any problems collecting, call us as early as possible, and we will endeavor to help you.

Hours of Opening

The Fields is open from 8am to 4pm, Monday to Friday. The Nursery is **Term Time only**. Bank Holidays and training days within this period are chargeable.

Emergency Closure

The Fields will do what they can to ensure it stays open, however if an emergency does occur and we have prior notice of this a full credit will be given for the inconvenience caused. Please check our web site for updates especially with adverse weather conditions.

Training Days

We value the quality of the care and education that we offer in the Nursery. In order to comply with legislation, we shut the Nursery for training for a number of training days per year in order to ensure that our staff are trained and updated on current legislation (First Aid, Fire Safety, Prevent, Child Protection, Education and Welfare Standards) as well as developing their Child Development knowledge and understanding. We offer no refund on days for closure due to training and development.

Fees and Payments

For a non-funded child a deposit of **£60.00** is required when registering.

Fees are invoiced monthly in advance and payment is due 7 days from invoice.

If you would like to change your child's pattern an admin fee of £25.00 is required and one month's notice.

No credits are passed for early collections and holidays taken during the term.

Please pay by bank transfer if possible, otherwise we do have a card machine on site where you can pay.

You may be entitled to claim support with the childcare cost/30 hours, information can be found on the following website.

<https://www.gov.uk/help-with-childcare-costs>

Fees for children aged 2-3 years in Cherry

Full day 8am-4pm	£69.50
Three hour session	£24.00

Fees for children aged 3-4 years in Willow

Per hour	£8.00
After school care 3.30pm-4pm	£4.00
Lunch and care charge 11.30am to 12.30pm	£11.00
Breakfast charge 8am-8.30am	£6.50
Contribution fee, this provides for those extras throughout the year for example food, playdough, extra construction materials.	£1.00 per week, Term 1 £14.00, Term 2 £12.00, Term 3 £12.00

Additional sessions

On occasion, it may be possible to book your child in for an extra session. This service is subject to availability. If you arrange an extra session and decide that you no longer need it, or need to amend it, an administration charge of **£25.00** will apply each time and will be added to your next bill.

Change to sessions or notice

If you would like to change your child's session or give notice of leaving the Nursery, you are required to give one month's notice.

Child's sickness

If your child is absent due to illness or holiday's / bank holidays (outside the closure period) full fees are payable.

Lateness

If you are late to collect your child you will be charged £10.00 per five minutes. This will be added to your next invoice.

Child Protection

It may be helpful for parents to know that the Authority requires Head Teachers to report any obvious or suspected case of child abuse – which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk. The 2002 Education Act states that it is a statutory duty for all LA's to make arrangements to safeguard and promote the welfare of all children. It is the Head Teacher's duty to refer any concerns about a child's welfare to the appropriate agency.

Modification of Terms and Conditions

The Fields Nursery School reserves the sole right to amend its Terms and Conditions at anytime, to comply with revised fiscal, legislative or operating requirements. Such changes will be notified to parents in writing, and will supersede all proceeding Terms and Conditions.

Data Collection

We use various web based systems to collect family/child information. This enables us to record your child's development, to contact you regarding payments and information about this Nursery School. These are secure systems used by many Schools. Your data will be held in accordance with the General Data Protection Regulations and the Data Protection Act 2018 and treated as confidential. Please see our Privacy Notice for further details.

Fees are reviewed annually and at least one month's notice will be given of changes in fees.

Where fees are overdue, the child's place at Nursery will be considered no longer available until such time that an agreed payment plan is put in place to reduce the debt.

Please sign and date below to indicate that you have read and understood the terms and conditions above

Parent/Carer Name: _____ Signature _____ Date ___/___/___