

The Fields Children's Centre
Terms & Conditions
(Effective from 1st September 2019)



Welcome to The Fields Childrens Centre

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

Security

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

Once your application process has been completed you will be issued with a key fob to entre the building, this is a refundable charge of £6.00 for each key fob issued. When you entre the building it is important that you don't let anyone through an area if you are not sure who they are. Each area of the Centre has different access, when moving from Cherry to Willow you will need to hand in your key fob for an update.

While the Fields Children's Centre 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 Children's Centre is open from 8am to 4pm, Monday and 8am to 6pm Tuesday to Friday. (Starting from 9th September 2019)The Nursery is **Term time only**. Bank holidays and training days within this period are chargeable. The reception opens at 7.45am to allow access to the building you are responsible for your child/ren until it is their time to start. (Please see term dates leaflet)

Emergency closure

The Centre 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 Centre. In order to comply with legislation, we shut the Centre for training 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

Cherry fee includes breakfast, lunch, a light tea and snack, provided your child is attending at these times. Willow offers more flexibility in terms of hours; food is charged in addition to children having additional hours. We also include other essentials such as wipes, nappy bags, Sudocrem, Calpol, Piriton and sun cream. A non refundable deposit of **£60.00** is required when a child is registered. Fees are invoiced monthly in advance and payment is due 7 days from invoice. Please pay by bank transfer if possible, otherwise we do have a card machine on site where you can pay between the hours of 7.45am and 6pm. 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>

The charges for Cherry (daycare) and Willow (nursery) are listed below:

Fees for children aged 2-3 years in Cherry

Full day 8am–6pm	£93.00
Full day 8am-4pm	£73.50
Half day 8am-1pm 1pm to 6pm	£48.00
Three hour session 8.30 to 11.30 and 1pm-4pm	£25.50

Fees for children aged 3-4 years in Willow

Per hour	£8.00
Lunch and care charge 11.30am to 12.30pm	£11.00
Breakfast charge 8am-8.30am	£6.50
Light Tea 3.30 to 4.30pm	£10.50
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 to day care 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 Centre 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 Children's Centre 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 preceding 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/carerName: _____ Signature _____ Date ___/___/___